DOCUMENT RESUME

ED 329 737 CE 057 222

TITLE Vocational Education Program of Studies for Kentucky Schools.
INSTITUTION Kentucky State Dept. of Education, Frankfort. Office of Vocational Education.
PUB DATE Jun 90
NOTE 154p.; Document printed on colored paper.
PUB TYPE Guides - Classroom Use - Teaching Guides (For Teacher) (052)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS Academic Education; Agricultural Education; Allied Health Occupations Education; Business Education; *Course Content; *Course Descriptions; Home Economics; Integrated Curriculum; Marketing; School Catalogs; Secondary Education; Service Occupations; Special Education; State Curriculum Guides; *State Programs; Trade and Industrial Education; *Vocational Education
IDENTIFIERS *Kentucky; Technology Education

ABSTRACT

This document lists and describes the courses offered in vocational education programs in eight vocational subject areas in the state of Kentucky. The program areas described include: (1) agricultural science and technology education; (2) alternative vocational/academic programs; (3) business education; (4) health and personal services; (5) home economics; (6) industrial/technology education levels I, II, III; (7) marketing education; and (8) special vocational programs. For each program area, courses are first listed, along with their codes, grade levels, and maximum high school credits granted. An overview of course descriptions and program requirements is then provided, followed by a course selection guide listing career areas cross-referenced to skills developed by grade level. Finally, each course is described briefly. (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

CE

ED329737

VOCATIONAL EDUCATION

PROGRAM OF STUDIES FOR KENTUCKY SCHOOLS

June, 1990

KENTUCKY EDUCATION REFORM ACT OF 1990

CE 057 222

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

S Potter

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

BEST COPY AVAILABLE

TABLE OF CONTENTS

VOCATIONAL COURSE OFFERINGS

AGRICULTURAL SCIENCE AND TECHNOLOGY EDUCATION ..... GREEN SECTION (Page 1-20)

ALTERNATIVE VOCATIONAL/ACADEMIC PROGRAMS ..... WHITE SECTION (Page 1-3)

BUSINESS EDUCATION ..... BLUE SECTION (Page 1-31)

HEALTH AND PERSONAL SERVICES ..... TAN SECTION (Page 1-7)

HOME ECONOMICS ..... CANARY SECTION (Page 1-16)

INDUSTRIAL/TECHNOLOGY EDUCATION LEVEL I, II, & II ..... GOLDENROD SECTION (Page 1-34)

MARKETING EDUCATION ..... WHITE SECTION (Page 1-9)

SPECIAL VOCATIONAL PROGRAMS ..... PINK SECTION (Page 1-16)

VOCATIONAL COURSE OFFERINGS

AGRICULTURAL SCIENCE AND TECHNOLOGY EDUCATION

AGRICULTURAL SCIENCE AND TECHNOLOGY EDUCATION

COURSES	CODE	7	8	9	10	11	12	MAXIMUM HIGH SCHOOL CREDITS
Agriscience Exploration	5800/2978	X	X					
Introduction to Agricultural Science and Technology	5820			X	X			1
Agriscience	5821				X	X		1
Plant and Land Science	5822				X	X		1
Animal Science	5823				X	X		1
Farm Management	5824					X	X	1
Crop Technology	5825					X	X	1
Equine Science	5826					X	X	1
Animal Technology	5827					X	X	1
Advanced Placement Agriculture	5828						X	1
Small Power Equipment	5829				X	X	X	½
Agricultural Electrification	5830				X	X	X	½
Agricultural Construction Skills	5831				X	X	X	2
Agricultural Structures and Designs	5832				X	X	X	1
Equipment Operation and Maintenance	5833				X	X	X	1
Agricultural Power and Machinery	5834				X	X	X	2
Soil and Water Conservation	5835				X	X	X	1
Landscaping	5836				X	X	X	1
Turf and Garden Management	5837				X	X	X	1
Nursery Technology	5838				X	X	X	1
Floral Design	5839				X	X	X	1
Greenhouse Technology	5840				X	X	X	2
Vegetable and Fruit Production	5841				X	X	X	1
Agricultural Sales and Marketing	5842				X	X	X	1
Agricultural Business Management	5843					X	X	1
Food Technology	5844				X	X	X	1
Small Animal Technology	5845				X	X	X	1
Forestry	5846				X	X	X	1
Agricultural Employment Skills	5847				X	X	X	1
Environmental Technology	5848				X	X	X	1

Local school districts may offer any course on a semester basis for 1/2 unit of credit.

BEST COPY AVAILABLE

Students may earn additional credit when involved in the cooperative education method of instruction. Schools implementing cooperative education as a method of instruction may provide a maximum of three units of credit in one year for a student receiving 10 hours per week of work experience in a job related to the student's occupational objective and one hour per day in a preparatory instructional program.

ǂ These courses may be scheduled for a two-hour period due to the nature of the laboratory work.

Vocational schools may identify and group up to three courses for a three-hour class period.

COURSE DESCRIPTIONS AND PROGRAM REQUIREMENTS

Agricultural Science and Technology Education is designed to provide career exploration, orientation, and preparation for those students who have an interest in some aspect of agriculture. However students may enroll for avocational purposes. The knowledge and performance skills required for successful achievement and/or advancement in agricultural occupations constitute the central focus of the program. Students planning to attend college majoring in some field of agriculture would benefit from high school agricultural education.

The agricultural industry has expanded into a large field of related occupations. Farming is no longer agriculture's primary occupation. Currently over 22% of all occupations are agriculturally related. Therefore it is necessary to provide educational opportunities to students within this rapidly growing occupational field.

Each local school district conducting Agricultural Education Programs should plan a program which will include those courses that most nearly meet the needs of students in the community. It is recommended that courses be offered in various occupational areas in order to provide an opportunity for students to explore various careers in agriculture and to develop skills within those careers.

Introduction to Agricultural Science and Technology is recommended as the first agriculture course which students should enroll as 9th graders; however, it is not required as a prerequisite to enrollment in other agricultural courses.

All courses consist of related classroom instruction, laboratory experiences, and supervised agricultural experience programs (entrepreneur or cooperative on-the-job placement experiences). Each student enrolled must have a planned agricultural experience program that complements the classroom instruction. The experience program is carried out in addition to classroom instruction. Time shall be provided in the daily teaching schedule for both classroom instruction and supervision of experience programs.

Provisions are made to meet the needs of disadvantaged and handicapped students to prepare them for occupations in agriculture. If the nature and severity of the disadvantage or handicap is such that the student cannot benefit from participation in a regular program, a separate or modified program may be developed. The program provided to handicapped students shall be consistent with and specified on each student's Individualized Vocational Program (IVP).

Future Farmers of America (FFA) is the vocational student organization available to students enrolled in agricultural education programs. The activities of the organization are an integral part of the instructional programs. All students enrolled are encouraged to become members of the FFA and take advantage of the leadership, citizenship, and personal development training and experience offered through participation in the FFA program.

Each approved program of Agricultural Education shall have an active FFA Chapter that provides leadership development opportunities for all its members as evidenced by meeting the requirements for a standard chapter.

Agricultural education teachers shall serve as FFA Chapter Advisors. In multiple-teacher departments, each teacher shall share the FFA Chapter responsibilities.

COURSE SELECTION GUIDE FOR CAREER AREAS IN AGRICULTURE

CAREER AREAS	7TH-8TH GRADE	9TH GRADE	10TH-11TH GRADE
Agriculture Producers	Agriscience Exploration	Introduction to Agricultural Science and Technology	Agriscience Plant and Land Science Animal Science Farm Management[1] Crop Technology[1] Equine Science[1] Animal Technology[1] Advanced Placement Agriculture[2] Agricultural Construction Skills Agricultural Electrification Equipment Operation and Maintenance Agricultural Structures and Designs Soil and Water Conservation Agricultural Power and Machinery Vegetable and Fruit Production Agricultural Employment Skills
Agriculture Processing/ Distribution	Agriscience Exploration	Introduction to Agricultural Science and Technology	Agriscience Agricultural Sales and Marketing Agricultural Business Management[1] Food Technology Vegetable and Fruit Production Agricultural Employment Skills Animal Science Crop Technology
Agriculture Mechanics/ Engineering	Agriscience Exploration	Introduction to Agricultural Science and Technology	Small Power Equipment Agricultural Electrification Agricultural Construction Skills Agricultural Structures and Designs Equipment Operation and Maintenance Agricultural Power and Machinery Soil and Water Management Agricultural Sales and Marketing Agricultural Business Management[1] Agricultural Employment Skills
Agribusiness	Agriscience Exploration	Introduction to Agricultural Science and Technology	Agricultural Sales and Marketing Agricultural Business Management[1] Equine Science[1] Agriculture Employment Skills (Other courses related to the student's selected career.)

[1] 11th and 12th Grades
[2] 12th Grade

BEST COPY AVAILABLE

CAREER AREAS	7TH-8TH GRADE	9TH GRADE	10TH-11TH GRADE
Forestry/Resource Management	Agriscience Exploration	Introduction to Agricultural Science and Technology	Plant and Land Science Soil and Water Conservation Forestry Environmental Technology Small Power Equipment Equipment Operation and Maintenance Agricultural Employment Skills
Horticulture	Agriscience Exploration	Introduction to Agricultural Science and Technology	Plant and Land Science Landscaping Turf and Garden Management Nursery Technology Floral Design Greenhouse Technology Vegetable and Fruit Production Agricultural Sales and Marketing Agricultural Business Management[1] Agricultural Employment Skills Small Power Equipment Agricultural Electrification Agricultural Construction Skills Agricultural Structures and Designs

[1] 11th and 12th Grades

NOTE: There are many career opportunities available in Agricultural Research and Agricultural Specialist areas available for those students interested in careers in the agriculture industry.

AGRISCIENCE EXPLORATION 5800/2978

Grade Level: 7-8

Teacher Certification for Agriscience Exploration 5800/2978:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: An exploration of the agriculture industry. Explores agricultural careers now and in the future as well as a look back at the historical events that molded the industry. The local industry is emphasized, and the local high school program and FFA activities are featured. Leadership development will be handled through FFA. Classroom, laboratory and field trip experiences should be provided.

It is recommended that this course be offered for 6 to 12 weeks at the 7th or 8th grade level; however, special requests for semester courses may be approved.

INTRODUCTION TO AGRICULTURAL SCIENCE AND TECHNOLOGY 5820

Grade Level: 9-10 Credit: ½ or 1

Teacher Certification for Introduction to Agricultural Science and Technology 5820:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Introduces students to the various segments of the agriculture industry. Local and state occupational opportunities will be emphasized. Basic animal science, plant and land science, and agricultural mechanics skills will be introduced along with the selection and planning of an agricultural experience program and related recordkeeping. Leadership development will be provided through FFA. Students will receive personal guidance and counseling with preparatory instructional program selection.

AGRISCIENCE 5821

Grade Level: 10-11 Credit: ½ or 1

Teacher Certification for Agriscience 5821:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Studies the scientific agricultural approach to animal science and selection, plant and land science, and agricultural mechanics. Laboratory experiences relating to basic and current technology will be part of the program. Content may be enhanced by appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program and keep appropriate records.

PLANT AND LAND SCIENCE 5822

Grade Level: 10-11 Credit: ½ or 1

Teacher Certification for Plant and Land Science 5822:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Develops scientific knowledge and skills pertaining to management of the land and its effect on food and fiber production, the environment, and the quality of life. The relationship of land to plant growth will be emphasized. Plant composition, reproduction, growth, and current biotechnological advances will be included. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

BEST COPY AVAILABLE

ANIMAL SCIENCE 5823

Grade Level: 10-11 Credit: ½ or 1

Teacher Certification for Animal Science 5823:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Develops knowledge and skills pertaining to livestock identification, selection, nutrition, reproduction and genetics, health management and marketing of one or more species of farm animals. The latest biogenetic applications will be included. The content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

FARM MANAGEMENT 5824

Grade Level: 11-12 Credit: ½ or 1

Teacher Certification for Farm Management 5824:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational+

+The approval for teaching Farm Management will require certification in vocational agriculture and either 3 semester hours credit in the area of Farm Management or 400 hours of work experience in Farm Management. Request for approval should be submitted to the Office of Vocational Education.

Description: Develops basic skills to manage a farm business. Content includes: managing production, equipment, credit and taxes, market analysis, and developing a farm plan. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

CROP TECHNOLOGY 5825

Grade Level: 11-12 Credit: ½ or 1

Teacher Certification for Crop Technology 5825:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Develops scientific knowledge and skills pertaining to the production of agricultural crops. Instruction includes: variety selection, seed bed preparation, fertilization, pest and disease control, harvesting, and marketing crops. Current biotechnological applications may be included. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

EQUINE SCIENCE 5826

Grade Level: 11-12 Credit: ½ or 1

Teacher Certification for Equine Science 5826:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational+

+The approval for teaching Equine Science will require certification in vocational agriculture and either 3 semester hours credit in the area of Equine Science or 400 hours of work experience in Equine Science. Request for approval should be submitted to the Office of Vocational Education.

Description: Develops scientific knowledge and skills pertaining to breed identification and selection, anatomy, physiology, nutrition, genetics and reproductive management, training principles, grooming, health, disease control and sanitation practices. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student is expected to have an agricultural experience program or be placed for job experience.

BEST COPY AVAILABLE

ANIMAL TECHNOLOGY 5827

Grade Level: 11-12 Credit: ½ or 1

Teacher Certification for Animal Technology 5827:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Develops the scientific knowledge and skills of animal science from selection to marketing. Instruction includes advanced production practices and current biotechnological applications of one or more species of animals based on community needs. Hands-on experiences are emphasized. Content may be enhanced by appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

ADVANCED PLACEMENT AGRICULTURE 5828

Grade Level: 12 Credit: ½ or 1

Teacher Certification for Advanced Placement Agriculture 5828:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: This course must be developed in cooperation with a college or university in order to be eligible to receive credit. This course will provide students with broad-based knowledge and skills similar to those taught in college at the freshman level. Subject area may vary. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

SMALL POWER EQUIPMENT 5829

Grade Level: 10-12 Credit: ½

Teacher Certification for Small Power Equipment 5829:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Content includes maintenance, repair, and operation of equipment and/or small combustion-type engine and/or electric motor. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

AGRICULTURAL ELECTRIFICATION 5830

Grade Level: 10-12 Credit: ½

Teacher Certification for Agricultural Electrification 5830:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Develops an understanding of the fundamentals of electricity, reading and interpreting wiring plans, planning a wiring system, installing wiring systems and controls, and repairing electric motors. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

BEST COPY AVAILABLE

AGRICULTURAL CONSTRUCTION SKILLS 5831

Grade Level: 10-12 Credit: ½ to 2

Teacher Certification for Agricultural Construction Skills 5831:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Prepares students to construct and maintain agricultural structures and equipment. Develops basic skills such as: tool identification, interpreting plans, carpentry, welding, metal fabrication, plumbing, masonry, fencing, and calculating a bill of materials. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program. This course may be extended to two credits offered on a two-hour basis provided that instruction is enhanced with laboratory experience, project construction, and in-depth skill development.

AGRICULTURAL STRUCTURES AND DESIGNS 5832

Grade Level: 10-12 Credit: ½ or 1

Teacher Certification for Agricultural Structures and Designs 5832:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational+

+The approval for teaching Agricultural Structures and Designs will require certification in vocational agriculture and either 3 semester hours credit in the area of Agricultural Structures and Designs or 400 hours of work experience in Agricultural Structures and Designs. Request for approval should be submitted to the Office of Vocational Education. The qualification for teachers who have received approval for teaching Agricultural Mechanics (S908) will be approved for teaching Agricultural Structures and Designs.

Description: Prepares students to evaluate, design and construct agricultural structures. Develops skills such as: plan evaluation and interpretation, calculating a bill of materials, and applying the skills learned in the Agricultural Construction Skills course to construct an agricultural structure. Content may be enhanced by appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program. It is recommended that students complete the Agricultural Construction Skills course prior to enrolling.

EQUIPMENT OPERATION AND MAINTENANCE 5833

Grade Level: 10-12 Credit: ½ or 1

Teacher Certification for Equipment Operation and Maintenance 5833:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Provides hands-on experience in equipment and machinery assembly, operation, maintenance, and repair. Techniques to be used include equipment operation and maintenance through welding and metal working skills and painting. Content may be enhanced by appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

AGRICULTURAL POWER AND MACHINERY 5834

Grade Level: 10-12 Credit: ½ to 2

Teacher Certification for Agricultural Power and Machinery 5834:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational+

+The approval for teaching Agricultural Power and Machinery will require certification in vocational agriculture and either 3 semester hours credit in the area of Agricultural Power and Machinery or 400 hours of work experience in Agricultural Power and Machinery. Request for approval should be submitted to the Office of Vocational Education. The qualifications of teachers who have received approval for teaching Agricultural Mechanics (S908) will be approved for teaching Agricultural Power and Machinery.

Description: Hands-on experience providing instruction in basic principles of Power and Machinery operation, maintenance, service and repair. Topics to be presented include engine components and functions, power and power transmission, tractors, and field machinery. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program. This course may be extended to two credits offered on a two-hour basis provided that instruction is enhanced with laboratory experience and in-depth skill development.

BEST COPY AVAILABLE

SOIL AND WATER CONSERVATION 5835

Grade Level: 10-12 Credit: ½ or 1

Teacher Certification for Soil and Water Conservation 5835:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Involves a study of soil origins, formations and conservation as a natural resource. Also includes water quality, use, pollution and conservation. Emphasis will be placed on conservation control measures, such as, contours, waterways, and pond structures. Content may be enhanced with appropriate computer applications. Leadership development will be provided through the FFA. Each student will be expected to have an agricultural experience program.

LANDSCAPING 5836

Grade Level: 10-12 Credit: ½ or 1

Teacher Certification for Landscaping 5836:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational+

+The approval for teaching Landscaping will require certification in vocational agriculture and either 3 semester hours credit in the area of Landscaping or 400 hours of work experience in Landscaping. Request for approval should be submitted to the Office of Vocational Education. The qualifications of teachers who have received approval for teaching Horticulture (S906) will be approved for teaching Landscaping.

Description: Prepares students for occupations in the landscaping industry. The program consists of: site evaluation including sketching, planning, and drawing landscape plans; performing calculations related to landscape construction; and identification of landscape plants and their characteristics. Estimating, bidding, installation and maintenance of landscape plants will be included. Content may be enhanced by appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

TURF AND GARDEN MANAGEMENT 5837

Grade Level: 10-12

Credit: ½ or 1

Teacher Certification for Turf and Garden Management 5837:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Course to include: selection, culture and management of turf species used for lawns, golf courses, athletic fields, and highway slopes, and/or may include the design, planting, and care of various gardens such as vegetables, herbs, perennials, roses and annual flowers. Content may be enhanced by appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

NURSERY TECHNOLOGY 5838

Grade Level: 10-12

Credit: ½ or 1

Teacher Certification for Nursery Technology 5838:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational+

+The approval for teaching Nursery Technology will require certification in vocational agriculture and either 3 semester hours credit in the area of Nursery Technology or 400 hours of work experience in Nursery Technology. Request for approval should be submitted to the Office of Vocational Education. The qualifications of teachers who have received approval for teaching Horticulture (S906) will be approved for teaching Nursery Technology.

Description: Course to include: production practices for container and field-grown nursery stock; identification, functions, growing requirements, hardiness, problems and methods of different landscape plant materials; propagating and growing evergreen/deciduous plants; and the operation of garden centers and nurseries. Content may be enhanced by appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

BEST COPY AVAILABLE

FLORAL DESIGN 5839

Grade Level: 10-12 Credit: ½ or 1

Teacher Certification for Floral Design 5839:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Course includes: floral design techniques using silk, dried, and fresh flowers; operating and managing a florist business; interior plantscaping; and identification, production and cultural maintenance practices of plants used in interior landscapes. Houseplant identification will be emphasized. Content may be enhanced by appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

GREENHOUSE TECHNOLOGY 5840

Grade Level: 10-12 Credit: ½ to 2

Teacher Certification for Greenhouse Technology 5840:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational+

+The approval for teaching Greenhouse Technology will require certification in vocational agriculture and either 3 semester hours credit in the area of Greenhouse Technology or 400 hours of work experience in Greenhouse Technology. Request for approval should be submitted to the Office of Vocational Education. The qualifications of teachers who have received approval for teaching Horticulture (S906) will be approved for teaching Greenhouse Technology.

Description: Course includes: greenhouse structures; regulating the greenhouse environment; plant propagation including tissue culture; plant growth, structure and environment of plants for bed and container growing, and production cycles. Variety selection, fertilization, pest and disease control, and growth regulators are stressed. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program. This course may be extended to two credits offered on a two-hour basis provided that instruction is enhanced with laboratory experience and in-depth skill development.

VEGETABLE AND FRUIT PRODUCTION 5841

Grade Level: 10-12

Credit: ½ or 1

Teacher Certification for Vegetable and Fruit Production 5841:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Course includes: selection, culture and management of fundamental principles of vegetable and/or fruit production in the field as well as the greenhouse; plant growth and development, identification, irrigation, effects of environment on growth, fertilizing, pruning, training, controlling pests and diseases, and harvesting will be covered. Commercial production and marketing of peppers, cabbage, cucumbers, tomatoes and fruit crops may be included. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

AGRICULTURAL SALES AND MARKETING 5842

Grade Level: 10-12

Credit: ½ or 1

Teacher Certification for Agricultural Sales and Marketing 5842:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational+

+The approval for teaching Agricultural Sales and Marketing will require certification in vocational agriculture and either 3 semester hours credit in the area of Agricultural Sales and Marketing or 400 hours of work experience in Agricultural Sales and Marketing. Request for approval should be submitted to the Office of Vocational Education.

Description: An introduction to agricultural sales and marketing, including: competition in the agricultural market place, marketing decisions, types of markets, contracting, government programs and regulations, personal development, employee and employer responsibilities, communications, promotion strategies, records, files, purchasing materials, stocking selling and business accounting procedures. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

BEST COPY AVAILABLE

AGRICULTURAL BUSINESS MANAGEMENT 5843

Grade Level: 11-12 Credit: ½ or 1

Teacher Certification for Agricultural Business Management 5843:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational+

+The approval for teaching Agricultural Business Management will require certification in vocational agriculture and either 3 semester hours credit in the area of Agricultural Business Management or 400 hours work experience in Agricultural Business Management. Request for approval should be submitted to the Office of Vocational Education.

Description: Introduces the free enterprise system, the study of economic principles, risk management, business law, budgeting, finance, recordkeeping, and careers in agribusiness. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

FOOD TECHNOLOGY 5844

Grade Level: 10-12 Credit: ½ or 1

Teacher Certification for Food Technology 5844:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Introduces the issues of world food production; the processing, preparing, and packaging of foods; government regulations regarding foods; and exploring occupational opportunities. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

SMALL ANIMAL TECHNOLOGY 5845

Grade Level: 10-12 Credit: ½ or 1

Teacher Certification for Small Animal Technology 5845:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Develops scientific knowledge and skills pertaining to nutrition, health, general care, and breeds identification for small animals such as dogs, cats, and rabbits. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an experience program.

FORESTRY 5846

Grade Level: 10-12 Credit: ½ or 1

Teacher Certification for Forestry 5846:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational+

+The approval for teaching Forestry will require certification in vocational agriculture and either 3 semester hours credit in the area of Forestry or 400 hours of work experience in Forestry. Request for approval should be submitted to the office of Vocational Education. The qualifications of teachers who have received approval for teaching Forestry (S909) or Natural Resources (S901) will be approved for teaching Forestry.

Description: An introduction to forestry. The curricula includes: career opportunities, tree identification, tree production, forestry management, timber harvesting, wood utilization and ecological aspect of forestry. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

BEST COPY AVAILABLE

AGRICULTURAL EMPLOYMENT SKILLS 5847

Grade Level: 10-12 Credit: ½ or 1

Teacher Certification for Agricultural Employment Skills 5847:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational

Description: Provides opportunities to develop skills in: job searching, preparing resumes, writing letters of application, job interviews, attitude at work, communicating effectively, human relations, and accepting responsibilities. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

ENVIRONMENTAL TECHNOLOGY 5848

Grade Level: 10-12 Credit: ½ or 1

Teacher Certification for Environmental Technology 5848:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

A90 area: agriculture vocational+

+The approval for teaching Environmental Technology will require certification in vocational agriculture and either 3 semester hours credit in the area of Environmental Technology or 400 hours of work experience in Environmental Technology. Request for approval should be submitted to the office of Vocational Education. The qualifications of teachers who have received approval for teaching Natural Resources (S901) will be approved for teaching Environmental Technology.

Description: An introduction to Environmental Technology. The curricula includes: career opportunities and flora (plants) and fauna (wildlife) identification and management. Class includes: instruction in fish and wildlife management, land stabilization and reclamation practices, and soil and water stewardship. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have an agricultural experience program.

ALTERNATIVE

VOCATIONAL/ ACADEMIC

PROGRAMS

ALTERNATIVE VOCATIONAL/ACADEMIC PROGRAMS

COURSES	CODE	7	8	9	10	11	12	MAXIMUM HIGH SCHOOL CREDITS
CAREER CHOICES	5110	X	X					
JAVA I	5111			X	X			2
JAVA II	5112				X	X		2
Principles of Technology	5150/2515					X	X	

COURSE DESCRIPTIONS AND PROGRAM REQUIREMENTS

In Alternative Vocational/Academic Programs students are given the opportunity to integrate academic instruction and vocational instruction into a complete program. These programs teach basic academic principles and concepts and relate them to vocational occupational programs through hands-on activities. The alternative vocational programs offer students an opportunity to explore vocational programs so that they can make a more realistic career decision while accomplishing the basic academic skills for graduation, advanced education, and employment.

Alternative vocational programs must have an approved plan and description of activities on file to be eligible for vocational funds.

CAREER CHOICES

Grade Level: 7-8

Teacher Certification

Any teacher with the following certification:

-Grades 5-8	Middle School
-Grades 7-12	High School
-Grades 7-12	Guidance Counseling

The purpose of this course is to introduce students to the broad range of career opportunities that are available in today's society. The course will include assessment of students' aptitudes, interests, and abilities in order to assist them in identifying careers and planning a career path. Students will explore a wide range of careers within the USOE fifteen occupational and professional classifications through classroom instruction, field trips, and enrichment activities. Instruction will also provide opportunities for student interaction with professionals representing the various occupational classifications.

Instructional time may vary from 9-18 weeks depending on local district requirements.

JAVA I 5111

Grade Level: 9-10 Credit: 2

Teacher Certification for JAVA I 5111

Any vocational secondary school certification

Description: This course is designed to integrate academic skills with vocational skills in a variety of occupational areas. The vocational skills for this course have general education value, are exploratory in nature, represent as many specific occupations in the cluster as possible and develop skills actually required in the occupation. Vocational skills are cross referenced to basic academic skills to provide practical application. Students are mainstreamed into the regular vocational classes on a rotating basis. It is recommended that approximately two hours per day be spent in the occupational areas.

JAVA II 5112

Grade Level: 10-11 Credit: 2

Teacher Certification for JAVA II 5112:

Any vocational secondary school certification

Description: This course is a continuation of JAVA I. Students enrolled in JAVA II should have completed JAVA I and selected two to three occupational areas they wish to study more indepth. Students are mainstreamed into each selected vocational program for one or two hours per day for 9 to 18 weeks. Basic academic skills are reinforced through practical application in the vocational programs.

PRINCIPLES OF TECHNOLOGY 5150/2515

Grade Level: 11-12 Credit: 2

Teacher Certification for Principles of Technology 5150/2515:

A50 area: science
R53 area: science limited to physics
A70 area: mathematics-physical science
B50 major: science
B53 major: physics
C53 minor: physics

BEST COPY AVAILABLE

Description: Principles of Technology is a course that prepares students for a technical career. It is based on the practical application of physics. Forty percent (40%) of the course time is spent in student hands-on laboratory experiences. The examples used to understand the principles of physics and the lab exercises are correlated with each student's vocational course in order to reinforce learning. Each of the 14 units comprising Principles of Technology deals with one principle of physics as it applies in the four energy systems mechanical, fluid, thermal and electrical -- that make up technological devices and equipment. Labs are included in the course in order that the student can understand and apply the principles of physics. This course is designed to be presented in two years with students receiving one science credit each year. Students should have completed one course in the physical sciences before enrolling.

BUSINESS

EDUCATION

BUSINESS EDUCATION

COURSES	CODE	5	6	7	8	9	10	11	12	MAXIMUM HIGH SCHOOL CREDIT
Touch Keyboarding	2602/5602	X	X	X	X					
Business/Marketing Exploration	2621/5630			X	X					
Exploratory Computer Applications	2104/2604/5604	X	X	X	X					
Consumer Education	2642/5642/5923					X	X	X	X	1
Consumer Mathematics	2617/5617/2717						X	X	X	1
Introduction to Business	2641/5641/5741					X	X			1
Introduction to Computer Applications	2614/5614/2114					X	X	X	X	1
Business Mathematics	2647/5647/2747						X	X	X	1
Keyboarding	2605/5605			X	X	X	X	X	X	½*
Keyboarding Applications	2606/5606			X	X	X	X	X	X	½*
Typewriting I	2626/5626					X	X	X	X	1
Typewriting II	2627/5627						X	X	X	1
Shorthand I	2624/5624						X	X	X	1
Shorthand II••	5625							X	X	1
Business Recordkeeping	2632/5632						X	X	X	1
Accounting I	2610/5610						X	X	X	1
Accounting II••	5611							X	X	1
Automated Accounting••	5612							X	X	½
Data Processing I••	5663							X	X	1
Data Processing II••	5664								X	2
Applied Economics	2249/2649/5649/5749					X	X	X	X	½
Business Economics	2643/5643/5743						X	X	X	1
Business Law	2646/5646							X	X	1
Business Management••	5648/5748							X	X	1
Finance and Banking••	2622/5622/5722							X	X	1
Entrepreneurship••	5644/5744							X	X	1
Word Processing I••	2650/5650							X	X	1
Word Processing II••	5651								X	2
Business Communications	2645/5645/2345							X	X	1
Office Specialization••	5628							X	X	2
•Office Systems••	5662								X	2
•Model Office••	5629								X	2
•Cooperative Office Education••	5665								X	3
•Desktop Publishing••	5666								X	1

*Credit is granted only when offered at 9th grade or above.

•Students are permitted to take only one of these course.

••This course requires a vocationally approved business teacher.

COURSE DESCRIPTIONS AND PROGRAM REQUIREMENTS

The following minimum requirements shall apply for schools offering a secondary vocational business education program:

The program shall have a minimum of three (3) business teachers, two (2) of whom are approved as vocational teachers. The school shall offer a comprehensive business education program to include career exploration, business fundamentals for personal use skills, occupational preparation components, and leadership development through **Future Business Leaders of America**. The occupational preparation component shall have a minimum of three major **DOT's (*Dictionary of Occupational Titles*)** selected from one or more of the business education occupational curriculum clusters. Each major ***DOT*** shall include Level 3 and 4 courses. Office Systems, Model Office and/or Cooperative Office Education shall be offered in an approved vocational business education program as the capstone course(s)

Each student, parent, administrator, counselor, and business teacher is encouraged to work carefully to ensure selection of a course or a combination of courses that will meet the specific needs of the student. Courses shall be available to allow students the opportunity to pursue one of the following goals:

a student may select one or two courses such as keyboarding, keyboarding applications, typewriting, introduction to business, introduction to computer applications and/or consumer education to provide business fundamentals for personal use; **or**

a student may choose a specific course(s) that would be useful preparation for an occupation outside the field of business such as accounting for an agribusiness student or entrepreneurship for students interested in owning their own business; **or**

students who desire to prepare for specific jobs in the occupational clusters of business such as office technology, accounting/data processing, or business management/ownership should carefully outline a planned sequence of courses (**minimum of four courses**) that will best meet their needs in attaining a major ***DOT***. A student record shall be on file that identifies the student's occupational objective ***(DOT),*** courses from Levels 3 and 4, and the planned sequence of instruction as determined by the duty areas/tasks required to complete a major ***DOT***. Preparation for some occupations can be completed at the end of the 12th grade. Other occupations in business, however, require that the student receive additional educational experience beyond the high school level.

Students may wish to enroll in a business education program that specializes in a specific field. In addition to the business education courses, specialized or related courses may be required from another program area such as Medical Office Technology. The Medical Office Technology program is a joint program between Business Education and Health and Personal Service Occupations Education.

The course descriptions for Medical Terminology and Basic Medical Science are in the Health and Personal Service Occupations Education section of the ***"Program of Studies for Kentucky Schools"***. The Anatomy and Physiology course description which may substitute for Basic Medical Science is found in the Science section.

Specializations such as Legal and Medical Office Technology may be incorporated and skills applied to these specializations in upper level business courses with approved curriculum, facilities, and equipment. Specialization within a specific business course is indicated by enclosing the specialization title in brackets following the course title (***ex.*** Office Systems **[Medical]** or Shorthand II **[Legal]**). See complete list in the Business Education Scope and Sequence Outline.

Schools that cannot offer all the components of a vocational business education program may cooperate with another school to provide a comprehensive program for students. The school with the pre-vocational program shall have an approved Program Application. Pre-vocational courses approved for vocational units and federal funding are Touch Keyboarding, Exploratory Computer Applications, Business and Marketing Exploration, Introduction to Computer Applications, Introduction to Business, Keyboarding, Keyboarding Applications, and Typewriting I.

Pre-Vocational Business Education Programs **(funded or not funded)** must develop a scope and sequence which includes the courses they offer and the courses offered in the vocational program in which its students will receive advance training. Course duty areas/tasks for both the pre-vocational and vocational program must be identified and articulated. A record of student competencies summarized by duty areas must be maintained for each pre-vocational student, and a copy of the student's record must be forwarded to the school offering the vocational program.

A school that cannot offer all the components of a vocational business education program and cannot cooperate with another school to provide a comprehensive program for students shall provide courses from at least **three** levels in each secondary school or jointly between a middle school and a high school business education program.

Business education instructional units (duty areas or courses) may be offered at the middle school level. Touch Keyboarding may be offered as a 9-week course only. Business/Marketing Exploration and the Exploratory Computer Applications course may each be offered as a 6- or 12-week course. Keyboarding and Keyboarding Applications may each be offered as an 18-week course. Keyboarding is a prerequisite to the Keyboarding Applications course.

Middle School Level - Touch Keyboarding, Business and Marketing Exploration, Exploratory Computer Applications, Keyboarding and Keyboarding Applications.

Level 1 - Introduction to Business, Keyboarding, Keyboarding Applications, Typewriting I, Introduction to Computer Applications, Consumer Education

Level 2 - Accounting I, Business Mathematics, Consumer Mathematics, Business Recordkeeping, Shorthand I, Typewriting II

Level 3 - Accounting II, Automated Accounting, Data Processing I, Business Economics, Word Processing I, Business Law, Business Communications, Shorthand II, Office Specialization

Level 4 - Data Processing II, Business Management, Entrepreneurship, Finance and Banking, Word Processing II, Model Office, Cooperative Office Education, Office Systems, Desktop Publishing

Future Business Leaders of America **(FBLA)** is the organization for Business Education student. The co-curricular activities of **FBLA** must be an integral part of an approved vocational business education program, with all students encouraged to become involved in these activities. The activities are designed to enhance the business education program offerings and are appropriate for inclusion in the classroom.

Provisions are made to meet the needs of disadvantaged and handicapped students to prepare them for occupations in business. If the nature and severity of the disadvantage or handicap is such that the student cannot benefit from participation in a regular program, a separate or modified program may be developed. The program provided to handicapped students shall be consistent with and specified on each student's **Individualized Education Program *(IEP)*.**

CRITERIA FOR VOCATIONAL APPROVAL OF BUSINESS TEACHERS

In order to qualify for vocational approval as a business education teacher, all of the following prerequisites must be met:

A. A baccalaureate degree--with a major or area of concentration in Business Education

B. A valid Kentucky teaching certificate *(Standard* or *Provisional* or a *Statement of Eligibility and Confirmation of Employment for the Beginning Teacher Internship)*

C. One year or 2000 hours of approvable work experience. Work experience must be approved by the Business Education Unit after certification requirements have been met.

Request for approval should be submitted to the Office of Vocational Education.

BUSINESS EDUCATION
SCOPE AND SEQUENCE OUTLINE

Elementary School - Grades 1-4

Touch Keyboarding (Grades 3-4) (See scope/sequence for elementary Touch Keyboarding in Business Education Curriculum Guide)

Middle School - Grades 5-8

Touch Keyboarding (9-weeks) (Grades 5-8)
Keyboarding (Semester) (Grades 7-8)
Keyboarding Applications (Semester) (Grades 7-8)
Exploratory Computer Applications (9-Weeks, 12-Weeks, Semester) (Grades 5-8)
Business/Marketing Exploration (6-Weeks, 12-Weeks) (Grades 7-8)

High School - Grades 9-12

Occupational

Keyboarding
Keyboarding Applications
Typewriting I
Introduction to Business
Introduction to Computer Applications
Business Mathematics
Shorthand I
Shorthand II
Accounting I
Accounting II
Automated Accounting
Finance and Banking
Data Processing I
Data Processing II
Business Economics
Applied Economics
Business Law
Business Management
Entrepreneurship
Word Processing I
Word Processing II
Business Communication
Office Specialization
Office Systems
Model Office
Cooperative Office Education

Courses that may supplement Occupations other than Business Education

Keyboarding
Keyboarding Applications
Typewriting I
Introduction to Business
Introduction to Computer Applications
Consumer Education
Consumer Mathematics
Business Mathematics
Accounting I
Business Law
Business Economics
Finance and Banking
Applied Economics
Business Management
Business Recordkeeping
Business Communication
Entrepreneurship
Shorthand I
Word Processing I
Typewriting II

Courses for Personal Use

Keyboarding
Keyboarding Applications
Typewriting I
Introduction to Business
Introduction to Computer Applications
Consumer Education
Consumer Mathematics
Business Mathematics
Accounting I
Business Law
Business Economics
Finance and Banking
Applied Economics
Business Recordkeeping
Shorthand I
Business Communication
Typewriting II

BUSINESS EDUCATION CLUSTERS

The content of each DICTIONARY OF OCCUPATIONAL TITLE (*DOT*) has been streamlined to show only the courses necessary to complete the required task at a minimum level. Vocational Business Education departments shall select a minimum of **three** major ***DOTs*** from one or more of the three occupational clusters. These job titles ***DOTs*** with corresponding courses will provide a choice of programs for students wishing to explore or pursue a career in business for employment during or after graduation or for continuing education in the field of business. A student may continue in their program at the post secondary level if all tasks were not completed at the secondary level.

BEST COPY AVAILABLE

Business Mathematics and Business Communication are required courses in a number of the ***DOTs***. A student, by taking a standardized test and showing task completion with 70 percent mastery, may bypass these courses. Four courses with a scope and sequence leading to a ***DOT*** are required for completion of all major ***DOTs***. If a student bypassed the Business Mathematics or Business Communication course but has not scheduled or completed four courses, he/she may select a course(s) such as Introduction to Business or Introduction to Computer Applications from the list of suggested electives.

Listed below are the Occupational clusters, ***DOTs*** (***DICTIONARY OF OCCUPATIONAL TITLES***), required courses for each, and suggested electives.

ACCOUNTING/DATA PROCESSING (140100)

Bookkeeper-Major

Keyboarding *OR*
Typewriting I *(Part 1, ½ Credit)*
Business Mathematics *OR* Bypass Exam
Accounting I
Accounting II
Office Systems *OR* Model Office *OR*
Cooperative Office Education

Electives

Keyboarding Applications *OR*
Typewriting I *(Part 2, ½ Credit)*
Introduction to Business
Automated Accounting
Introduction to Computer Applications
Business Economics *OR* Applied Economics
Business Communication
Business Law
Finance and Banking
Business Management

Data Entry Operator-Minor*

Keyboarding *OR* Typewriting I *(Part 1, ½ Credit)*
Introduction to Computer Applications
Office Systems *OR* Model Office *OR*
Cooperative Office Education

Electives

Business Mathematics
Keyboarding Applications *OR*
Typewriting I *(Part 2, ½ Credit)*
Accounting I

Accounting Clerk-Major

Keyboarding *OR*
Typewriting I *(Part 1, ½ Credit)*
Business Mathematics *OR* Bypass Exam
Accounting I
Automated Accounting
Office Systems *OR* Model Office *OR*
Cooperative Office Education

Electives

Keyb[illegible] Applications *OR*
Ty[illegible] *(Part 2, ½ Credit)*
[illegible]ion to Business
Introduction to Computer Applications
Finance and Banking
Business Law
Business Management
Business Communication
Business Economics *OR* Applied Economics

Computer Programmer-Major

Keyboarding *OR*
Typewriting I *(Part 1, ½ Credit)*
Introduction to Computer Applications
Accounting I
Accounting II
Data Processing I
Data Processing II *(Parts 1 & 2, 2 Credits)*

Electives

Keyboarding Applications *OR*
Typewriting I *(Part 2, ½ Credit)*
Business Mathematics
Finance and Banking
Business Management
Automated Accounting

Computer Operator-Major

Keyboarding *OR*
Typewriting I *(Part 1, ½ Credit)*
Introduction to Computer Applications
Accounting I
Data Processing I
Data Processing II *(Parts 1 & 2, 2 Credits)*

Electives

Keyboarding Applications *OR*
Typewriting I *(Part 2, ½ Credit)*
Automated Accounting
Business Mathematics
Finance and Banking
Business Management

BUSINESS MANAGEMENT AND OWNERSHIP (140800)

Small Business Operator-Major

Keyboarding plus Keyboarding
Applications *OR* **Typewriting I**
Accounting I
Accounting II
Business Law
Business Economics
Business Management
Entrepreneurship

Electives

Finance and Banking
Introduction to Business
Introduction to Computer Applications
Automated Accounting
Business Mathematics
Business Communications
Office Systems *OR* Model Office *OR*
Cooperative Office Education

Manager Trainee-Major

Keyboarding plus Keyboarding
Applications *OR* **Typewriting I**
Business Mathematics *OR* Bypass Exam
Accounting I
Accounting II
Business Economics
Business Law
Business Management

Electives

Introduction to Computer Applications
Business Communications
Finance and Banking
Entrepreneurship
Automated Accounting
Office Systems *OR* Model Office *OR*
Cooperative Office Education

Manager Trainee Level 1-Major

Keyboarding plus Keyboarding
Applications *OR* **Typewriting I**
Business Mathematics *OR* Bypass Exam
Accounting I
Business Economics *(Part 1, ½ Credit)*
OR Applied Economics
Business Law *(Part 1, ½ Credit)*
Business Management

Electives

Accounting II *OR* Automated Accounting
Business Economics *(Part 2, ½ Credit)*
Business Law *(Part 2, ½ Credit)*
Introduction to Computer Applications
Office Systems *OR* Model Office *OR*
Cooperative Office Education

***A minor DOTs will not fulfill the three DOT requirement for an Occupational program.**

OFFICE TECHNOLOGY (140700)

Administrative Clerk-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Business Mathematics *OR* Bypass Exam
Accounting I
Office Systems *OR* Model Office *OR* Cooperative Office Education

Electives

Automated Accounting
Introduction to Computer Applications
Word Processing I
Business Communication
Business Management

Clerk Typist-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Word Processing I
Office Systems *OR* Model Office *OR* Cooperative Office Education
(Select 4th course from list of Electives)

Electives

Business Communication
Introduction to Computer Applications
Word Processing II *(Part 2, 2 Credits)*

Receptionist-Minor*

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Office Systems *OR* Model Office *OR* Cooperative Office Education

Electives

Introduction to Computer Applications
Word Processing I
Business Communications

Word Processing Trainee-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Word Processing I
Word Processing II *(Part 1, 1 Credit)*
Office Systems *OR* Model Office *OR* Cooperative Office Education

Electives

Business Communication
Introduction to Computer Applications

Secretary-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Word Processing I
Accounting I
Office Systems *OR* Model Office *OR* Cooperative Office Education

Electives

Automated Accounting
Introduction to Computer Applications
Business Communication
Shorthand I
Shorthand II

Stenographer-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Shorthand I
Shorthand II
Word Processing I
Office Systems *OR* Model Office *OR* Cooperative Office Education

Electives

Business Communication

Data Entry Operator-Minor*

Keyboarding *OR* Typewriting I *(Part 1, ½ Credit)*
Introduction to Computer Applications
Office Systems *OR* Model Office *OR* Cooperative Office Education

Electives

Business Mathematics *OR* Bypass Exam
Keyboarding Applications *OR* Typewriting I *(Part 2, ½ Credit)*

Word Processing Operator-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Word Processing I
Accounting I
Word Processing II *(Parts 1 & 2, 2 Credits)*
Office Systems *OR* Model Office *OR* Cooperative Office Education

Electives

Introduction to Computer Applications
Business Communication
Automated Accounting

Finance Clerk-Major

Keyboarding *OR* Typewriting I *(Part 1, ½ Credit)*
Business Mathematics *OR* Bypass Exam
Introduction to Computer Applications
Accounting I
Finance and Banking
Office Systems *OR* Cooperative Office Education

Electives

Keyboarding Applications *OR* Typewriting I *(Part 2, ½ Credit)*
Business Communications
Accounting II
Business Economics
Business Management

Bankteller-Major

Keyboarding *OR* Typewriting I *(Part 1, ½ Credit)*
Finance and Banking
Office Systems *OR* Cooperative Office Education
(Select 4th course from list of Electives)

Electives

Keyboarding Applications *OR* Typewriting I *(Part 1, ½ Credit)*
Introduction to Computer Applications
Business Mathematics
Accounting I

Word Processing Specialist-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Word Processing I
Word Processing II *(Parts 1 & 2, 2 Credits)*
Accounting I
Office Systems *OR* Model Office *OR* Cooperative Office Education

Electives

Introduction to Computer Applications
Business Communication
Business Management
Accounting II
Automated Accounting

Office Technology (Medical)

Medical Secretary-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Word Processing I
Accounting I
Medical Terminology
Basic Medical Science *OR* Anatomy and Physiology
Office Specialization *(Medical)*
Office Systems *OR* Cooperative Office Education *(Medical)*

Electives

Business Communication
Introduction to Computer Applications
Automated Accounting
Shorthand I

Medical Transcriber-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Word Processing I
Word Processing II *(1 hour)*
Medical Terminology
Basic Medical Science *OR* Anatomy and Physiology
Office Specialization *(Medical)*
Office Systems *OR* Cooperative Office Education *(Medical)*

Electives

Introduction to Computer Applications

Medical Insurance Clerk-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Introduction to Computer Applications
Medical Terminology
Basic Medical Science *OR* Anatomy and Physiology
Office Specialization *(Medical)*
Office Systems *OR* Cooperative Office Education *(Medical)*

Electives

Business Mathematics
Word Processing I
Accounting I

BEST COPY AVAILABLE

Medical Records Clerk-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Medical Terminology
Basic Medical Science *OR* Anatomy and Physiology
Office Specialization *(Medical)*
Office Systems *OR* Cooperative Office Education *(Medical)*

Electives

Introduction to Computer Applications
Word Processing I

Medical Unit Secretary-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Medical Terminology
Basic Medical Science *OR* Anatomy and Physiology
Office Specialization *(Medical)*
Office Systems *OR* Cooperative Office Education *(Medical)*

Electives

Introduction to Computer Applications
Word Processing I

Hospital Admissions Clerk-Minor*

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Office Specialization *(Medical)*
Office Systems *OR* Cooperative Office Education

Electives

Introduction to Computer Applications
Word Processing I

Note: Medical Terminology, Basic Medical Science and Anatomy and Physiology course descriptions are in the Science and Health and Personal Services Section of the Program of Studies for Kentucky Schools. Medical Terminology is also found in the Business Education Curriculum Model.

Office Technology (Legal)

Shorthand Reporter-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Word Processing I
Shorthand I
Shorthand II *(Legal)*
Business Law
Business Communication *OR* Bypass Exam
Office Specialization *(Legal)*
Office Systems *OR* Cooperative Office Education *(Legal)*

Electives

Introduction to Computer Applications

Shorthand Reporter Scopist-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Shorthand I
Shorthand II *(Legal)*
Business Law
Word Processing I
Business Communication *OR* Bypass Exam
Office Specialization *(Legal)*
Office Systems *OR* Cooperative Office Education *(Legal)*

Electives

Introduction to Computer Applications

Shorthand Reporter Free Lance -Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Word Processing I
Shorthand I
Shorthand II *(Legal)*
Business Law
Business Communication *OR* Bypass Exam
Entrepreneurship
Office Specialization *(Legal)*
Office Systems *OR* Cooperative Office Education *(Legal)*

Electives

Introduction to Computer Applications
Business Management

Legal Secretary-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Word Processing I
Accounting I
Business Law
Office Specialization *(Legal)*
Office Systems *OR* Cooperative Office Education *(Legal)*

Electives

Business Communication *OR* Bypass Exam
Shorthand I
Introduction to Computer Applications

Legal Stenographer-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Word Processing I
Shorthand I
Shorthand II *(Legal)*
Business Law
Business Communication *OR* Bypass Exam
Office Specialization *(Legal)*
Office Systems *OR* Cooperative Office Education *(Legal)*

Electives

Introduction to Computer Applications

Legal Typist-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Word Processing I
Business Communication OR Bypass Exam
Business Law
Office Specialization *(Legal)*
Office Systems *OR* Cooperative Office Education

Electives

Introduction to Computer Applications

Judicial Clerk-Major

Keyboarding plus Keyboarding Applications *OR* **Typewriting I**
Word Processing I
Business Law
Accounting I
Business Communication *OR* Bypass Exam
Office Specialization *(Legal)*
Office Systems *OR* Cooperative Office Education (Legal)

Electives

Introduction to Computer Applications

A minor DOTs will not fulfill the three DOT requirement for an Occupational program.

BUSINESS EDUCATION COURSE CRITERIA

TOUCH KEYBOARDING 2602/5602

Grade level: 5-8

Teacher Certification for **Touch Keyboarding 2602/5602:**

AM60: Approval for Teaching Business Education, Grades 5-8

Description: This is a 9-week course available to all students. Emphasis is placed on the development of the skill of entering alphabetic, numeric, and symbols information on a keyboard using the touch system of keying. The student will become proficient in keying the alphabetic and numeric keys through drill and practice to include speed building. This course or Keyboarding is recommended as a prerequisite to courses involving hands-on applications using computers. This course is **NOT** intended to be a replacement for the courses of Keyboarding and Keyboarding Application or Typewriting I. A computerized workstation with appropriate software or a typewriter is required for each student.

NOTE: ***Grades 1-4 See scope and sequence for the teaching of Touch Keyboarding in the business education curricula.***

BUSINESS AND MARKETING EXPLORATION 2621/5630

Grade Level: 7-8

Teacher Certification for **Business and Marketing Exploration 2621/5630**

Certificate for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+A75 area:	distributive education
+B102 major:	comprehensive business
B60 major:	business education (commerce)
B61 major:	accounting
B62 major:	secretarial practice
+B63 major:	basic business
B64 major:	general business
B65 major:	accounting-secretarial practice
B66 major:	accounting-general business
B67 major:	general business-secretarial practice
+B69 major:	secretarial studies
+B75 major:	distributive education
C60 minor:	business education (commerce)
C61 minor:	accounting
C62 minor:	secretarial practice
C64 minor:	general business
+S75:	approval for teaching distributive education

Description: Students explore occupations in the area of accounting, marketing, management/ research, clerical, data processing, secretarial, word processing, buying/distribution, sales, and promotion. This curriculum includes a variety of instructional resources and some hands-on activities. This course is offered for 6-12 weeks. ***(This course is cross-referenced with Marketing Education.)***

BEST COPY AVAILABLE

EXPLORATORY COMPUTER APPLICATIONS 2604/5604/2104

Grade Level: 5-8

Course Length 9-, 12-, 18-weeks

Teacher Certification for **Exploratory Computer Applications 2604/5604/ 2104**:

Grades 5-8 Certification for elementary classroom teaching grades 1-8
Certification for teaching in the middle grades 5-8
+S72 Endorsement for teaching computer science, grades 5-12
ACS Approval for teaching computer science, grades 5-12
+AICA Approval for teaching Introduction to Computer Applications

Grades 7-8: Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area: business education
+B102 major: comprehensive business
B60 major: business education (commerce)
B61 major: accounting
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business
B65 major: accounting-secretarial practice
B66 major: accounting-general business
B67 major: general business-secretarial practice
+B69 major: secretarial studies
B74 major: computer science-mathematics
C72 minor: computer science

Description: This course is designed to be 9-, 12-, or 18-weeks an overview of the topics covered in Introductions to Computer Applications which is offered as a one year course. This course is not intended to be a replacement for Introduction to Computer Applications course offered in the secondary program.

Topics to be covered in Exploratory Computer Applications include a hands-on overview of the following: **KEYBOARDING** - apply appropriate fingering techniques using an alpha/numeric keyboard, simple finger reaches; **WORD PROCESSING** - introduction to creating, editing, printing, saving, and retrieving files; **DATABASE MANAGEMENT** - introduction to entering data, simple searching and sorting, simple reports; **SPREADSHEETS** - introduction to entering data, calculating, and printing reports; **GRAPHICS** - introduction to creating, printing, saving, and retrieving data; and **TELECOMMUNICATIONS** - introduction to electronic information transfer, electronic mail and electronic databases. Other topics that may be covered include robotics and desktop publishing. This course may include a brief introduction to programming.

Suggested Prerequisite: *"Touch" Keyboarding (9-week course) or Keyboarding (18-week course)*

CONSUMER EDUCATION 2642/5642/5923

Grade Level: 9-12 **Credit**: ½ or 1

Teacher Certification for **Consumer Education 2642/5642/5923:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

+R28 area: social studies limited to economics
A60 area: business education
+A92 area: home economics vocational
A93 area: home economics non-vocational
+B102 major: comprehensive business
+B28 major: economics
B60 major: business education (commerce)
B61 major: accounting
+B63 major: basic business
B64 major: general business
B65 major: accounting-secretarial practice
B66 major: accounting-general business
B93 major: home economics non-vocational
C28 minor: economics

Description: This course applies economic concepts in the development of personal goals, values, decision making, resource management, buying of goods and services and financial planning. Concepts are applied through study and problem solving. Areas covered include: consumer investments (**stocks, bonds, mutual funds, real estate**); wages (**understanding withholdings, insurance, salaries, commissions, hourly rates**); home expenditures (**owning vs renting, financing, energy conservation, selecting furniture and appliances, and general maintenance**); understanding taxes (**income tax preparation, property tax, sales tax, excise tax, etc.**); financial responsibility (**savings/checking accounts, loans, credit, estate planning**); buying insurance (**life, health, automobile, personal property**); consumer awareness (**product knowledge, using label information, understanding weights and measurements, intelligent shopping skills, current consumer protection laws, and typical consumer frauds**); purchasing (**food, clothing, personal items, recreation, automotive and education**). ***(This course is cross-referenced with Home Economics.)***

CONSUMER MATHEMATICS 2617/5617/2717

Grade Level: 10-12 **Credit**: ½ or 1

Teacher Certification for **Consumer Mathematics 2617/5617/2717**:

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area: business education
+A70 area: mathematics-physical
+B102 major: comprehensive business
B60 major: business education (commerce)
B61 major: accounting
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business
B65 major: accounting-secretarial practice
B66 major: accounting-general business
B67 major: general business-secretarial practice
+B69 major: secretarial studies
+B71 major: mathematics
+C71 minor: mathematics
+G71 major: mathematics, grades 5-8
+M71 endorsement: mathematics, Grades 5-8

Description: This course enables the student to apply skills in solving mathematical problems of consumers. Concepts of whole numbers, fractions, decimals, and percents are applied through study and problem solving in the following areas: investments, wages, commissions, buying or renting a home, taxes, travel, banking, personal care, and insurance.

Other mathematical applications are: measurements (**customary/metric units**), temperature, time, reading/interpreting graphs, consumer market reports, advertising, and consumer contracts. Consumer mathematics concepts are developed through computer applications. Skills are developed using the calculator for consumer mathematics applications. ***(This course is cross-referenced with Consumer Mathematics in the Mathematics section.)***

NOTE: *A student shall receive a mathematics credit (of three required) for either Consumer Mathematics (2617/5617/2717) or Business Mathematics (2647/5647/2747), but not both.*

Districts are encouraged to progress toward the incorporation of a curriculum at the high school level as outlined in the ***Kentucky Mathematics Framework,*** *Grades 9-12*

INTRODUCTION TO BUSINESS 2641/5641/5741

Grade Level: 9-10 **Credit:** ½ or 1

Teacher Certification for **Introduction to Business 2641/5641/5741:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+A75 area:	distributive education
+B102 major:	comprehensive business
B60 major:	business education (commerce)
B61 major:	accounting
+B63 major:	basic business
B64 major:	general business
B66 major:	accounting-general business
B67 major:	general business-secretarial practice
+B69 major:	secretarial studies
+B75 major:	distributive education
C60 minor:	business education (commerce)
C61 minor:	accounting
C64 minor:	general business
+S75:	approval for teaching distributive education

Description: This course provides the student with a basic foundation for further study in business and marketing courses and provides essential information for financial and economic decisions. Major topics included: what a business is and does; fundamentals of the American private enterprise system; the forms of business ownership; the nature and content of jobs in business organizations; consumer benefits from competition, research and development efforts; analysis of business successes and failures; credit, banking, and borrowing; managing money; functioning in the market place; investing and saving; budgeting; risk and insurance. ***(This course is cross-referenced with Marketing Education.)***

INTRODUCTION TO COMPUTER APPLICATIONS 2614/5614/2114

Grade Level: 9-12 **Credit:** ½ or 1

Teacher Certification for **Introduction to Computer Applications 2614/5614/2114:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+B102 major:	comprehensive business
B60 major:	business education (commerce)
B61 major:	accounting
B62 major:	secretarial practice
+B63 major:	basic business
B64 major:	general business
B65 major:	accounting-secretarial practice
B66 major:	accounting-general business
B67 major:	general business secretarial-practice
+B69 major:	secretarial studies
B74 major:	computer science-mathematics
C72 minor:	computer science
+S72:	Endorsement for teaching computer science, grades 5-12
ACS:	Approval for teaching computer science, grades 5-12
+AICA:	Approval for teaching Introduction to Computer Applications

Description: This course is designed to provide students with an entry level experience with practical applications through "hands-on" instruction. The student will become familiar with the use of the computer as a tool for both work/personal applications, computer related careers, and computer terminology. Course content will also include understanding of hardware, software, operating systems, and care/operations. Correct keyboarding techniques are applied. The practical approach to software application introduced includes: **WORD PROCESSING** - create, edit, format, file, and print text; **GRAPHING** - create, edit, define format, file/retrieve and print; **SPREADSHEETS** - load predesigned template, input data, calculate/ manipulate data, copy/file/print specific rows/columns, file and print document; **DATA BASE MANAGEMENT** - design/create form, input data, print using search specs in label/ tables format, file/retrieve data; **DESK TOP MANAGEMENT** - schedule/delete appointments/events by hour/day/week; and **ELECTRONIC TELECOMMUNICATIONS** - awareness of modems, electronic mail, electronic database searches, and multiple user forums. Other computer uses such as **CAD/CAM** systems, **OCR** Readers, interactive video disk technology, and robotics will be discussed. This course may include a brief introduction to programming languages. A computerized workstation and appropriate software are required for each student. ***(This course is cross-referenced with Introduction to Computer Applications in the Computer Education section.)***

Suggested Prerequisite: *Touch Keyboarding, Keyboarding or Typewriting I.*

BUSINESS MATHEMATICS 2647/5647/2747

Grade Level: 10-12 **Credit:** ½ or 1

Teacher Certification for **Business Mathematics 2647/5647/2747:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+A70 area:	mathematics-physical

BEST COPY AVAILABLE

+B102 major: comprehensive business
B60 major: business education (commerce)
B61 major: accounting
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business
B65 major: accounting-secretarial practice
B66 major: accounting-general business
B67 major: general business-secretarial practice
+B69 major: secretarial studies
+B71 major: mathematics
+C71 minor: mathematics
+G71 major: mathematics, grades 5-8
+M71 endorsement: mathematics, Grades 5-8

Description: This course is designed for students who intend to pursue the field of business. This course enables the student to improve mathematical skills and to apply these skills in the performance of business tasks. Basic concepts of whole numbers, fractions, decimals, and percents are applied through study and problem solving in the following areas: banking, buying and selling, financial recordkeeping, profit/loss, payroll, expense, measurement (**both customary and metric**), temperature, and time. Business concepts are applied using beginning electronic spreadsheet/modeling, graphing and probability skills. Skills are developed in "touch" method of using the calculator for business mathematics applications. Appropriate business forms are used in each unit. *(This course is cross-referenced with Business Mathematics in the Mathematics section.)* One desktop calculator for each two students is required. Access to computers should be made available for completion of spreadsheeting and graphing applications.

NOTE: *A student shall receive a mathematics credit (of three required) for either Consumer Mathematics (2717/2617/5617) or Business Mathematics 2647/5647/2747), but not both.*

Districts are encouraged to progress toward the incorporation of a curriculum at the high school level as outlined in the ***Kentucky Mathematics Framework,*** *Grades 9-12.*

KEYBOARDING 2605/5605

Grade level: 7-12 **Credit:** ½*

Teacher Certification for **Keyboarding 2605/5605:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:
A60 area: business education
+B102 major: comprehensive business
B60 major: business education (commerce)
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business plus S63: endorsement for teaching typewriting
B65 major: accounting-secretarial practice
B66 major: accounting-general business plus S63: endorsement for teaching typewriting
B67 major: general business-secretarial practice
+B69 major: secretarial studies
C60 minor: business education (commerce)
C62 minor: secretarial practice

C60 minor: business education (commerce)
C62 minor: secretarial practice

Description: This course includes machine operations and care of the computerized workstation and software or typewriter. The student develops speed and accuracy by learning the "touch" system of keying. The student applies techniques for proofreading, editing, word division, capitalization, and punctuation for producing mailable copy of letters, reports, and builds language art skills, through simple composition for business, professional, and personal use. A computerized workstation with appropriate software or a typewriter is required for each student.

**Credit is granted only when offered at 9th grade or above.*

NOTE: *Students in grades 7 and 8 cannot receive a high school credit for this course. However, the tasks completed in Keyboarding will fulfill the first-semester prerequisites requirements to take advanced level business courses.*

KEYBOARDING APPLICATIONS 2606/5606

Grade level: 7-12 **Credit:** ½*

Teacher Certification for **Keyboarding Applications 2606/5606:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area: business education
+B102 major: comprehensive business
B60 major: business education (commerce)
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business plus S63: endorsement for teaching typewriting
B65 major: accounting-secretarial practice
B66 major: accounting-general business plus S63: endorsement for teaching typewriting
B67 major: general business-secretarial practice
+B69 major: secretarial studies
C60 minor: business education (commerce)
C62 minor: secretarial practice

Description: This course will further develop the "touch" system of keying with added emphasis on proper keyboarding techniques and develops speed and accuracy for business, professional, and personal use. The student applies techniques for proofreading, editing, word division, capitalization, and punctuation for producing mailable copy of letters, simple business forms, tabulated information and manuscripts. A computerized workstation with appropriate software or a typewriter is required for each student. One combined credit of Keyboarding and Keyboarding Applications is required as prerequisites to take most advance level business courses.

Prerequisite: *Keyboarding or Typewriting I, 1st semester*

**Credit is granted only when offered at 9th grade or above.*

NOTE: *Students in grades 7 and 8 cannot receive a high school credit for the course. However, the tasks completed in Keyboarding Applications will fulfill the second-semester prerequisite requirement for advanced training in the business program.*

TYPEWRITING I 2626/5626

Grade level: 9-12 **Credit:** ½ or 1

Teacher Certification for **Typewriting I 2626/5626:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area: business education
+B102 major: comprehensive business
B60 major: business education (commerce)
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business plus S63: endorsement for teaching typewriting
B65 major: accounting-secretarial practice
B66 major: accounting-general business plus S63: endorsement for teaching typewriting
B67 major: general business-secretarial practice
+B69 major: secretarial studies
C60 minor: business education (commerce)
C62 minor: secretarial practice

Description: This course includes machine operations and care of the computerized workstation and software or typewriter. The student develops "touch" keying skills, proper techniques, speed, and accuracy in keying information for business, professional, and personal use. The student applies techniques for proofreading, editing, word division, capitalization, and punctuation for producing mailable copy of letters, simple business forms, tabulated information and manuscripts. *(The first-semester of this course can be offered for ½ credit for personal use. One full credit of Typewriting I or Keyboarding and Keyboarding Applications is required as a prerequisite for most advanced level business courses.) (The first-semester develops keyboarding skill with speed and accuracy; second semester emphasizes application.)* A computerized workstation with appropriate software or a typewriter is required for each student.

TYPEWRITING II 2627/5627

Grade Level: 10-12 **Credit:** ½ or 1

Teacher Certification for **Typewriting II 2627/5627:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area: business education
+B102 major: comprehensive business
B60 major: business education (commerce)
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business plus S63: endorsement for teaching typewriting
B65 major: accounting-secretarial practice
B66 major: accounting-general business plus S63: endorsement for teaching typewriting
B67 major: general business-secretarial practice
+B69 major: secretarial studies

Description: This course develops and refines further the competencies learned in Typewriting I and provides for the development of advanced competencies, with emphasison production. The student learns to type from rough-draft copy using proofreading and editing skills. Speed and production are emphasized in preparation of business letters, forms, invoices, manuscripts and tabulated material. Computers will be used for these applications as much as possible. A computerized workstation with appropriate software or a typewriter must be provided for each student.

NOTE: *This course may be offered for those schools that do not have adequate numbers of computers for each student for the implementation of Word Processing I.*

Prerequisite: *Keyboarding and Keyboarding Applications or Typewriting I*

SHORTHAND I 2624/5624

Grade Level: 10-12 **Credit:** 1

Teacher Certification for **Shorthand I 2624/5624:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area: business education
+B102 major: comprehensive business plus S103: endorsement for teaching shorthand
B60 major: business education (commerce)
B62 major: secretarial practice
B65 major: accounting-secretarial practice
B67 major: general business-secretarial practice
+B69 major: secretarial studies

Description: This course enables the student to gain a basic skill in reading and writing shorthand outlines including brief forms and phrases. Dictation is given at speeds of 50 to 80 (and above) words per minute. Mailable copy concepts are introduced and dictation for mailable copy transcription (error free) is given at speeds of 40 to 80 words per minute. Shorthand notes are transcribed on computerized workstations with appropriate software or typewriters applying rules of grammar and punctuation. Shorthand machines may be an alternative to a manual method of taking dictation. A computerized work station with appropriate software or a typewriter is required for each student.

Prerequisite or concurrent with: *Keyboarding and Keyboarding Applications or Typewriting I - 1 full credit*

SHORTHAND II 5625

Grade Level: 10-12 **Credit:** ½ or 1

Teacher Certification** for **Shorthand II 5625:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area: business education
+B102 major: comprehensive business plus S103: endorsement for teaching shorthand
B60 major: business education (commerce)
B62 major: secretarial practice
B65 major: accounting-secretarial practice

BEST COPY AVAILABLE

B67 major: general business-secretarial practice
+B69 major: secretarial studies

••Vocational approval is also required.

Description: This advanced shorthand course reviews the basic skills learned in Shorthand I and emphasizes a higher level of dictation and transcription. Dictation speeds range from approximately 80 to 120 (and above) words per minute. Transcription of new-matter dictation is in mailable business format (error-free) with continued emphasis on punctuation, grammar and speed. Shorthand machines may be an alternative to the symbol method of taking dictation. A computerized workstation with appropriate software or a typewriter is required for each student .

Prerequisite: *Keyboarding and Keyboarding Applications or Typewriting I and Shorthand I - 1 full credit each*

BUSINESS RECORDKEEPING 2632/5632

Grade Level: 10-12 **Credit:** ½ or 1

Teacher Certification for **Business Recordkeeping 2632/5632:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:
A60 area: business education
B60 major: business education (commerce)
+B102 major: comprehensive business
B61 major: accounting
+B63 major: basic business
B64 major: general business
B65 major: accounting-secretarial practice
B66 major: accounting-general business
B67 major: general business-secretarial practice
+B69 major: secretarial studies

Description: Business Recordkeeping develops skills in single-entry recordkeeping and provides a basic insight into the organization, operation, and control of business through the use of fundamental recordkeeping activities. Recordkeeping skills address the fundamentals of business and personal recordkeeping in the areas of: personal income, taxes, budgeting and banking. Introduction to accounting skills are applied in the areas of purchases, sales, payroll, cashier records, and petty cash records. Introduction to automated data entry including the use of the "touch" method of operation is stressed in use of the calculator. Use of the computer for automated recordkeeping is desirable.

ACCOUNTING I 2610/5610

Grade Level: 10-12 **Credit:** 1

Teacher Certification for **Accounting I 2610/5610:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:
A60 area: business education
+B102 major: comprehensive business

B60 major: business education (commerce)
B61 major: accounting
+B63 major: basic business
B64 major: general business plus S61: endorsement for teaching accounting
B65 major: accounting-secretarial practice
B66 major: accounting-general business
B67 major: general business-secretarial practice plus S61: endorsement for teaching accounting

Description: The accounting principles taught in this course are based on a double-entry system. Activities include: preparing worksheets, journalizing, posting, preparing payroll, taxes, and preparing financial statements; and introducing automated accounting, spreadsheeting, and graphing. Accounting problems are solved using a calculator. The student develops speed and accuracy using the "touch" method of operation on the calculator. One desktop calculator is required for each two students. Access to computers, at least on a rotation basis, should be available for students' completion of the introduction to automated accounting, spreadsheeting, and graphing component of the course.

ACCOUNTING II 5611

Grade Level: 12 **Credit:** 1

Teacher Certification·· for **Accounting II 5611:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:
A60 area: business education
+B102 major: comprehensive business
B60 major: business education (commerce)
B61 major: accounting
+B63 major: basic business
B64 major: general business plus S61: endorsement for teaching accounting
B65 major: accounting-secretarial practice
B66 major: accounting-general business
B67 major: general business-secretarial practice plus S61: endorsement for teaching accounting

··Vocational approval is also required.

Description: This advanced course of accounting includes an in-depth study of accounting principles, procedures, and techniques used in keeping financial records for sole proprietorship, partnership, and corporations. Skills are developed in analyzing, interpreting, summarizing, and reporting information; preparing formal statements and supporting schedules; using vouchers and coding; using inventory control and budgeting system.

Skills are developed in spreadsheet template design, input, calculation, manipulation and printing financial data. The "touch method" is developed on the computer numeric data pad and speed is developed through spreadsheet and automated accounting applications. Business mathematical skills are applied using the "touch" method of operations on a desktop calculator. A desktop calculator and a computer with appropriate software is required for each two students.

Prerequisite: Accounting I - 1 full credit

AUTOMATED ACCOUNTING 5612

Grade Level: 11-12 **Credit:** ½

Teacher Certification** for **Automated Accounting 5612:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area: business education
+B102 major: comprehensive business
B60 major: business education (commerce)
B61 major: accounting
+B63 major: basic business
B64 major: general business plus S61: endorsement for teaching accounting
B65 major: accounting-secretarial practice
B66 major: accounting-general business
B67 major: general business-secretarial practice plus S61: endorsement for teaching accounting

**Vocational approval is also required.

Description: Automated Accounting is an 18-week course designed to use computerized workstations with spreadsheeting, graphing and automated accounting software to automate, analyze, and interpret business applications. Instruction in payroll, inventory, accounts payable, and accounts receivable is included. Management of financial records through various business activities, partnership and corporate accounting, and general ledger are also included. The accounting principles learned in Accounting I are applied using an automated accounting system. Activities include: preparing a chart of accounts, setting up tax tables, preparing worksheets, journalizing, posting, preparing payroll, taxes, and preparing financial statements. The student applies the "touch" method of operation on the data pad of the computer. A computerized workstation with appropriate software is required for each students.

Prerequisite: *Keyboarding or Typewriting I - ½ credit (minimum 25 wpm) and Accounting I - 1 full credit*

DATA PROCESSING I 5663

Grade Level: 11-12 **Credit:** 1

Teacher Certification** for **Data Processing I 5663:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area: business education
+B102 major: comprehensive business
B60 major: business education (commerce)
+B63 major: basic business
B64 major: general business
B66 major: accounting-general business
B67 major: general business-secretarial practice
+B69 major: secretarial studies

**Vocational approval is also required.

Description: This course includes the study of input/output devices, processing units, storage methods, networking/telenetworking configurations, systems and programming, flowchart construction, and use of computers and data processing systems in business and industry. Data entry and computer operation skill are developed and applied through the development of programming skills. Students identify and describe the basic steps in the process of program development, including analysis, design, specifications, coding, debugging, and testing. Students learn to write BASIC programs to include loops, arrays, user interaction, and subroutines. The students will key, run, debug, and print programs they write. Knowledge of data processing careers, terminology, laws and ethics, COBOL, RPG, and other business languages is included. Keyboarding skills are reinforced. A computerized workstation is required for each two students.

Prerequisite: *Keyboarding or Typewriting I ½ credit (minimum 25 wpm) and*
Prerequisite or concurrent with: *Accounting I - 1 full credit*

DATA PROCESSING II 5664

Grade Level: 12 **Credit:** 1 or 2

Teacher Certification** for **Data Processing II 5664:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+B102 major:	comprehensive business plus S68: endorsement for teaching data processing
B60 major:	business education (commerce)
+B63 major:	basic business plus S68: endorsement for teaching data processing
B64 major:	general business plus S68: endorsement for teaching data processing
B66 major:	accounting-general business

**Vocational approval is also required.

Description: This course develops skills in computer/systems operations by actual "hands-on" equipment used in operating, writing, inputting, debugging, and running programs in BASIC, COBOL, and RPG Program Languages. The student develops skills using the functions and operations of the major equipment components of mainframe computer systems including processors, consoles, tape drives, disk drives, printers, other output devices, data input sections, data control sections, programming groups, and systems development sections. The student will understand and apply problem solving logic and program design, solve computer problem runs through detailed flowcharting and/or structured pseudocode specifications, write operator run specifications and program narratives for the business environment.

The student will become familiar with other program languages found in business. Language arts, mathematics, keyboarding, and accounting skills are used and reinforced. Data Processing II provides for a work experience or project based activity as the capstone component of the course. A two (2) hour block is necessary to complete the competencies (duty areas/tasks) required for computer operator and computer programmer. A multiuser mini computer is required for this course with a workstation on-line for each two students.

Prerequisite: *Data Processing I - 1 full credit*
Prerequisite or Concurrent with: *Accounting II*

BEST COPY AVAILABLE

APPLIED ECONOMICS 2249/2649/5649/5749

Grade Level: 9-12 **Credit:** ½

Teacher Certification for **Applied Economics 2649/5649/2249/5749:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A20 area: social studies
A60 area: business education
+A75 area: distributive education
R28 area: social studies limited to economics
B20 major: social studies
B25 major: economics-sociology
+B27 major: political science
+B28 major: economics
+B29 major: history-political science
+B102 major: comprehensive business
B60 major: business education (commerce)
+B63 major: basic business
B64 major: general business
+B75 major: distributive education
+C27 minor: political science
+C28 minor: economics

Description: This course is designed to offer students models for and practice in using the elements of economic understanding. It provides students with the necessary information for making rational economic choices in three social roles: producers/workers, consumers, and citizens (the voter in the marketplace). Simulations and/or actual work situations may be used to provide practical experience with various economic conditions. An understanding of economic systems and policies is integral to the course. ***(This course may be cross-referenced with Applied Economics In Social Studies and Marketing Education.)***

BUSINESS ECONOMICS 2643/5643/5743

Grade Level: 11-12 **Credit:** ½ or 1

Teacher Certification for **Business Economics 2643/5643/5743:**

Certification for teaching grades 7-12 or 9-12 with one the following options:

A60 area: business education
+A75 area: distributive education
+B28 major: economics
+B102 major: comprehensive business
B60 major: business education (commerce)
B61 major: accounting
+B63 major: basic business
B64 major: general business
B66 major: accounting-general business
B67 major: general business-secretarial practice
+B75 major: distributive education
+S75: approval for teaching distributive education

Description: Concepts and principles of the American Economic System are developed and applied. Content includes: comparisons of economic systems; demand and supply influence on prices in a free market economy; uses and rewards of the factors of production; effects on the economy of consumption and personal finances and investments, competition and monopoly, and government regulations; service and taxation, marketing, credit and finance, stock market; labor; the national and international economy, and cause/effect of inflation and recession. Economic terminology is emphasized. As a one year course, these areas should be explored in-depth with economic terminology and theory emphasized. As a one semester course, these same topics should also be covered with less emphasis on theory. Short simulations may be used where appropriate with the basic text. ***(This course is cross referenced with Marketing Education.)***

BUSINESS LAW 2646/5646

Grade Level: 11-12 **Credit:** ½ or 1

Teacher Certification for **Business Law 2646/5646:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations

A60 area: business education
+B102 major: comprehensive business
B60 major: business education (commerce)
B61 major: accounting
+B63 major: basic business
B64 major: general business
B66 major: accounting-general business
B67 major: general business-secretarial practice

Description: This course develops an understanding of legal rights and responsibilities in personal law and business law. Application activities are applied to everyday roles as consumers, citizens and workers. The student will have an understanding of the American legal system, courts/court procedures, criminal justice system, torts, and the civil justice system; oral and written contracts, sales contracs and warranties, consumer protection; employer-employee relations; different types and uses of commercial paper, checks and the banking system; insurance, real and uses of commercial paper, checks and the banking system; insurance, real and personal property, and wills and intestacy. Legal terminology is emphasized.

BUSINESS MANAGEMENT 5648/5748

Grade Level: 11-12 **Credit:** ½ or 1

Teacher Certification** **for Business Management 5648:**
Certification for teaching grades 7-12 or 9-12 with one of the following specifications:

A60 area: business education
+A75 area: distributive education
+B28 major: economics
+B102 major: comprehensive business
B60 major: business education (commerce)
B61 major: accounting
+B63 major: basic business
B64 major: general business
B66 major: accounting-general business

BEST COPY AVAILABLE

B67 major: general business-secretarial practice
+B75 major: distributive education
+S75: approval for teaching distributive education

**Vocational approval is required for business teachers.

Description: Business Management emphasizes skills needed for managing a business that involves the selection and supervision of employees including efficient use of time, personnel, facilities, and financial resources. Students are taught the need for effective planning, organizing, leading, and controlling by the successful owner/manager. Areas of study include: forms of business ownership; typical business organizational structure; relationship of a business to the community (both social and legal); and government regulations and their effect on business; the position of the manager in the typical business; product and service promotion in business; effective communications; human relations skills required in dealing with employees; effective management strategies used in personnel, finance, production, marketing, and information processing and additional education needs to pursue a professional management career. ***(This course is cross-referenced with Marketing Education.)***

ENTREPRENEURSHIP 5644/5744

Grade Level: 11-12 **Credit:** ½ or 1

Teacher Certification** for **Entrepreneurship 5644/5744**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:
A60 area: business education
+A75 area: distributive education
+B102 major: comprehensive business
B60 major: business education (commerce)
B61 major: accounting
+B63 major: basic business
B64 major: general business
B66 major: accounting-general business
B67 major: general business-secretarial practice
+B75 major: distributive education
+S75: approval for teaching distributive education

**Vocational approval is required for business teachers

Description: This course, available to all students in the eleventh and twelfth grades, provides the opportunity to explore the rewards and risks of business ownership. Emphasis is given to the characteristics of successful entrepreneurs; planning, organizing, and beginning a business; and financing and managing the enterprise. ***(This course is cross-referenced with Marketing Education.)***

FINANCE AND BANKING 2622/5622

Grade Level: 11-12 **Credit:** ½ or 1

Teacher Certification** for **Finance and Banking 2622/5622/5722:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+A75 area:	distributive education
+B102 major:	comprehensive business
B60 major:	business education (commerce)
B61 major:	accounting
+B63 major:	basic business
B64 major:	general business plus S61: endorsement for teaching accounting
B65 major:	accounting-secretarial practice
B66 major:	accounting-general business
B67 major:	general business-secretarial practice plus S61: endorsement for teaching accounting
+B75 major:	distributive education
+S75:	approval for teaching distributive education

**Vocational approval is also required.

Description: This course is designed to develop an understanding of banking, financial markets, investing institutions, and the finance and credit industry in our economic system. It includes an introduction to the allocation of financial resources; the effects of the finance and credit institutions on the business community; and the impact that financial decisions have on the consumer market.

Areas of study in this course include the basic structure of the finance and credit industry; an understanding of the stock markets, bonds, futures, commodities; interest rates and the economy; an understanding of the banking and savings industry; the interpretation of financial information; and a look at job opportunities in the finance and banking area.

The basic skills and knowledge related to finance and banking are developed through the use of simulations or other practical applications. ***(This course is cross-referenced with Marketing Education.)***

WORD PROCESSING I 2650/5650

Grade Level: 11-12 **Credit:** ½ or 1

Teacher Certification** for **Word Processing I 2650/5650:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+B102 major:	comprehensive business
B60 major:	business education (commerce)
B62 major:	secretarial practice
+B63 major:	basic business
B65 major:	accounting-secretarial practice
B67 major:	general business-secretarial practice
+B69 major:	secretarial studies

**Vocational approval is also required.

Description: This word processing course is designed to provide pupils with career information and "hands-on" experience on multifunction equipment using computerized hardware/software. The

BEST COPY AVAILABLE

course includes application software for microcomputer operations, word processing, data base

management, desktop management, desktop publishing, and spreadsheets. An introduction to business graphics, electronic communications and calendar management is also included.

Concepts, capabilities, procedures, and legal responsibilities of word/information processing are applied. The standard of mailable copy is applied throughout the course to vocabulary, grammar, spelling, and proofreading skills. Simulated and real projects from rough draft copy and transcription machine media are used for problem solving and business document preparation. A computerized workstation with appropriate software is required for each student. Transcription machines are provided on a rotation basis for completion of transcription tasks.

Prerequisite: Keyboarding and Keyboarding Applications or Typewriting I - 1 full credit

WORD PROCESSING II 5651

Grade Level: 12 **Credit:** 1 or 2

Teacher Certification** for **Word Processing II 5651:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area: business education
+B102 major: comprehensive business
B60 major: business education (commerce)
B62 major: secretarial practice
+B63 major: basic business
B65 major: accounting-secretarial practice
B67 major: general business-secretarial practice
+B69 major: secretarial studies

**Vocational approval is also required.

Description: This word processing course builds on Word Processing I tasks and is designed as a capstone course to provide students "hands-on" experience using equipment and conventional/integrated software capable of performing multi-function tasks. Equipment will accommodate automated tasks using advanced application software packages to include Word Processing I functions plus advanced functions such as hard disk setup, systems setup, information/management, graphing, desktop publishing and communications functions.

Students will apply business standards, feasibility studies, and a working knowledge of costs/budgeting for information processing systems and their operation. Production, transcription, and administrative skills are developed to meet industry's standards. Word Processing II provides for a work experience or project based activity as the capstone component of the course. A two (2) hour block is necessary to complete the competencies required for word processing operator trainee and word processing specialist trainee. A computerized workstation to include multiuser network capabilities with appropriate software is required for each student. Transcription machines are provided on a rotation basis for completion of transcription tasks.

***Prerequisite:** Word Processing I - 1 full credit*

BUSINESS COMMUNICATION 2645/5645/2345

Grade Level: 11-12 **Credit:** ½ or 1

Teacher Certification for **Business Communication 2645/5645/2345:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area: business education
+B102 major: comprehensive business
B60 major: business education (commerce)
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business
B65 major: accounting-secretarial practice
B67 major: general business-secretarial practice
+B69 major: secretarial studies
+A30 area: English
+B30 major: English
+C30 minor: English

Description: Business Communication is the study of written and oral communication in a business environment. Emphasis is on writing business letters, preparing and orally presenting business reports, using the telephone in business, electronic transfer of information, using business information resources, listening and interpreting, scheduling and organizing business information, and developing business messages. In the context of their writing and speaking, students review the basic principles of grammar, punctuation, vocabulary development, spelling, word and number usage, and proofreading. The course should be taught in a laboratory equipped with a typewriter or a computerized workstation with appropriate software for each student ***(This is cross-referenced with Business Communication in the Language Arts section.)***

Prerequisite: *Keyboarding and Keyboarding Applications or Typewriting I - 1 full credit*

OFFICE SPECIALIZATION 5628

Grade Level: 11-12 **Credit:** ½ to 2

Teacher Certification** for **Office Specialization 5628:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area: business education
+B102 major: comprehensive business
B60 major: business education (commerce)
B62 major: secretarial practice
+B63 major: basic business
B65 major: accounting-secretarial practice
B67 major: general business-secretarial practice
+B69 major: secretarial studies

**Vocational approval is also required.

BEST COPY AVAILABLE

Description: This course enables a student to gain concepts, skills, and techniques in a specialized area such as legal, medical, and technical terminology. These concepts, skills, and techniques are then applied in the advanced business courses (ex. Office Systems **[Medical]** or Shorthand II **[Legal]**) giving the student the opportunity to pursue a specialized business program such as Legal and Medical Office Technology. Specialization within a specific business course is indicated by enclosing the specialization in brackets following the course title and should be noted as such on the student record. Approved specialization curriculum is identified in the ***Kentucky Business Education Curriculum Model*** manual.

Specialized areas not listed in the ***Program of Studies for Kentucky Schools*** may be included in Office Specialization; however, the plan for the course including curriculum, facilities, and equipment must be submitted for prior approval.

OFFICE SYSTEMS 5662

Grade Level: 12 **Credit:** 1 or 2

Teacher Certification** for **Office Systems 5662:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area: business education
+B102 major: comprehensive business
B60 major: business education (commerce)
B62 major: secretarial practice
+B63 major: basic business
B65 major: accounting-secretarial practice
B67 major: general business-secretarial practice
+B69 major: secretarial studies

**Vocational approval is also required.

Description: Office Systems is a capstone course designed to provide student with tasks that replicate a real business office. Simulated and real projects from rough draft copy and transcription machine media are used for problem solving, recognizing/establishing priorities, and business document preparation. The course refines and applies interpersonal and human relations skills. Individual student employment credentials portfolio is developed. The standard of mailable copy is applied throughout the course to vocabulary, grammar, spelling, and proofreading skills.

The student will apply skills developed in: telephone/electronic communications, note/message taking, machine dictation/transcription, numerical data entry, preparing financial/statistical reports, text reports, records management, reprographics, setup appointments/conferences/meetings, travel arrangements/ itineraries, safety procedures, purchase procedures, and care/operation of office equipment. Business machines such as typewriters, calculators, transcription machines, computerized workstations and word processing, data base management, spreadsheet, desktop management, and accounting software are used in applying office tasks. Desktop publishing is introduced. *(When offered for two hours of credit, an office-simulated component and/or specialized business skills are included.)*

Prerequisite: *Student must have completed a minimum of two (2) courses in the business education program and must be working toward the completion of a* ***DOT*** *from one of the three occupational clusters.*

MODEL OFFICE 5629

Grade Level: 12 **Credit:** 1 or 2

Teacher Certification•• for **Model Office 5629:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+B102 major:	comprehensive business
B60 major:	business education (commerce)
B62 major:	secretarial practice
+B63 major:	basic business
B65 major:	accounting-secretarial practice
B67 major:	general business-secretarial practice
+B69 major:	secretarial studies

••Vocational approval is also required.

Description: Model Office is a capstone course designed, equipped, and furnished to simulate an actual office. The course must contain a realistic, continuous workflow in which students rotate through several types of office positions. The class must meet for two consecutive periods and must meet specific facility, equipment, and course content requirements. The students are provided with tasks through a simulation that replicates a real business office. Rough draft copy and transcription machinemedia are used for problem solving, recognizing/establishing priorities, and business document preparation. The course refines and applies interpersonal and human relations skills. Individual student employment credentials portfolio is developed. The standard of mailable copy is applied throughout the course to vocabulary, grammar, spelling, and proofreading skills.

The students will apply skills developed in: telephone/electronic communications, note/message taking, machine dictation/transcription, numerical data entry, preparing financial/statistical reports, text reports, records management, reprographics, setup appointments/conferences/meetings, travel arrangements/ itineraries, safety procedures, purchase procedure, and cars/operation of office equipment. Business machines such as typewriters, calculators, transcription machines, computerized workstations and word processing, data base management, spreadsheet, desktop manappgement, and accounting software are used in applying office tasks. Desktop publishing is introduced. *(Model Office may be offered as a one-hour course if computer hardware, software, and Model Office templets are used to complete the simulated tasks).*

Prerequisite: *Student must have completed a minimum of two (2) courses in the business education program and must be working toward the completion of a* ***DOT*** *from one of the three occupational clusters.*

COOPERATIVE OFFICE EDUCATION 5665

Grade Level: 12 **Credit:** 2 or 3

Teacher Certification** for **Cooperative Office Education 5665:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area: business education
+B102 major: comprehensive business
B60 major: business education (commerce)
B62 major: secretarial practice
+B63 major: basic business
B65 major: accounting-secretarial practice
B67 major: general business-secretarial practice
+B69 major: secretarial studies

**Vocational approval is also required.

Description: Cooperative Office Education is a one-year capstone course in which the student works in a paid office position that relates to the student's vocational objective ***(DOT)***. The student works an average of at least 15 hours per week. In addition to the employment component, Cooperative Office Education includes a one-period Office Systems related class designed to provide students with tasks that replicate a real business office. Simulated and real projects from rough draft copy and transcription machine media are used for problem solving, recognizing/establishing priorities, and business document preparation. The course refines and applies interpersonal and human relations skills. Individual student employment credentials portfolio is developed. The standard of mailable copy is applied throughout the course to vocabulary, grammar, spelling, and proofreading skills.

The student will apply skills developed in: telephone/electronic communications, note/message taking, machine dictation/transcription, numerical data entry, preparing financial/statistical reports, text reports, records management, reprographics, setup appointments/conferences/meetings, travel arrangements/ itineraries, safety procedures, purchase procedures, and care/operation of office equipment. Business machines, transcribers, computerized workstations, typewriters, word processing, data base management, spreadsheet, and automated accounting software are used in applying office tasks. Desktop publishing is introduced.

The related class is individualized and related to the student's training plan and training agreement, which is specific to the student's objective ***(DOT)***. Students who are taking the Cooperative Office Education related course as their capstone course but do not complete the employment component may receive one credit for Office Systems.

Prerequisite: *Student must have completed a minimum of two (2) courses in the business programand must be working toward the completion of a* ***DOT*** *from one of the three occupational clusters.*

DESKTOP PUBLISHING 5666

Grade Level: 12 **Credit:** ½ - 1

Teacher Certification** for **Desktop Publishing 5666:**

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+B102 major:	comprehensive business
B60 major:	business education (commerce)
B62 major:	secretarial practice
+B63 major:	basic business
B65 major:	accounting-secretarial practice
B67 major:	general business-secretarial practice
+B69 major:	secretarial studies

••Vocational approval is also required.

Description: Desktop Publishing is a course that applies publishing and presentation concepts through the development of sophisticated documents such as brochures, manuscripts, reports, conference programs, catalogues, articles, books, business presentations, business graphics, transparencies, slides, etc. The desktop publishing course builds on word processing tasks and is designed to use industry' standard software and hardware permitting the manipulation of text and graphics . This course is designed to provide "hands-on" experience using a desktop computerized workstation with access to laser print capability.

Equipment will accommodate automated tasks using advanced desktop publishing and presentation-management application software. Related software will include word processing, database, spreadsheet, and graphics packages,

The standard of mailable or useable copy is applied throughout the course to vocabulary, grammar, spelling, and proofreading. Printing and presentation design standards are applied thoughout the course. The course applies editing, formatting, page layout and design, and pasteup techniques for clarity and impact. An introduction to image scanning will be presented. Real and simulated application will be completed.

Prerequisite: Word Processing I

HEALTH AND PERSONAL SERVICES

HEALTH AND PERSONAL SERVICES

COURSES	CODE	7	8	9	10	11	12	MAXIMUM HIGH SCHOOL CREDITS
Health Services I	5201			X	X	X	X	1
Health Services II	5202					X	X	2
Health Services III	5203						X	3
Animal Health Care I	5210					X	X	3
Animal Health Care II	5211						X	3
*Basic Medical Science	5212				X	X	X	½
*Medical Terminology	5213				X	X	X	½
Cosmetology	5208					X	X	6

*These courses are required for specialization in Medical Office Technology.

Each of the Health and Personal Services Occupations classes at the 9th-12th grade levels shall consist of classroom and laboratory instruction and supervised practical experiences.

COURSE DESCRIPTIONS AND PROGRAM REQUIREMENTS

The Health and Personal Services Occupations programs provide the student with orientation, vocational experiences, exploration, and preparation at the secondary level. Courses are sequenced to provide continuous student progress toward achievement of expected terminal objectives.

The maximum student/teacher ratio for health occupations programs with clinical affiliations shall be fifteen (15) to one (1) per session and twenty (20) to one (1) for cosmetology. In the event a licensure, certification, registration board, or clinical facility mandates a lower student/teacher ratio, the requirements of that agency shall apply.

The program shall meet the criteria established by state and national approval/accrediting agencies that license, certify, and register the graduates of the program. In a health services program, at least one (1) instructor shall be a registered nurse licensed to practice in the Commonwealth of Kentucky.

The school shall use the approved standardized agreement with each cooperating agency specifying responsibilities and authority of each party to the agreement.

A "Statement of Understanding" defining student responsibilities shall be signed by all students prior to assignment in a clinical area.

BEST COPY AVAILABLE

Basic Medical Science and Medical Terminology are course requirements for students who choose to specialize in Medical Office Technology which is a joint offering between Health and Personal Services Occupations and Business Education. In addition to the medical related courses, there are courses required from Business Education.

Health Occupations Students of America (HOSA) is the official student organization that must be available to students enrolled in any Health Occupations course. Cosmetology students must have an opportunity to join Vocational Industrial Clubs of America (VICA). The activities of both student organizations must be an integral part of the respective instructional programs and are designed to develop leadership and citizenship skills. Students are encouraged to be members and become involved in these activities.

Provisions are made to meet the needs of disadvantaged and handicapped students to prepare them for occupations in health. If the nature and severity of the disadvantage or handicap is such that the student cannot benefit from participation in a regular program, a separate or modified program may be developed. The program provided to handicapped students shall be consistent with and specified on each student's Individualized Education Program (IEP). One teacher shall have no more than three (3) special needs (handicapped) students in one class per semester.

HEALTH SERVICES I 5201

Grade Level: 9- 12 Credit: 1

Teacher Certification for Health Services I 5201:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A78 area: health occupations

+Certification for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for health services (careers) 210.

Description: This course introduces students to the many occupational areas in the health field and assists students in determining career opportunities in health occupations and professions. The related instruction assists the student in developing essential cognitive, affective, and psychomotor skills. One semester includes basic skills instruction in first aid and CPR. Students in other vocational areas may enroll in one semester to gain skills useful in health and related areas. This is a one-hour course that may be taught exclusive of or in conjunction with Health Services II. Health Services I and Health Services II may constitute a three-hour course.

HEALTH SERVICES II 5202

Grade Level: 11-12 Credit: 2

Teacher Certification for Health Services II 5202:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A78 area: health occupations

+Certification for Vocational Education--NEFF, NEF, NENF, NEN, T, VET-- for health services (careers) 210.

Description: The course is designed for students who desire entry level training and/or who plan to enroll in a postsecondary program in one of many occupational areas in the health field. After obtaining a satisfactory performance level in the core competencies, the students obtain work experience in a health-related facility. The work experience component is in accordance with a previously designed educational plan and will be supervised cooperatively by the classroom instructor and the work supervisor. Students who desire postsecondary education in the health professions may find it beneficial to enroll in higher level math and science courses. Health Services II students may also find it beneficial to enroll in a typing course. Health Services II is a two-hour course that must be taught as a prerequisite to Health Services III. It may also be taught in conjunction with or integrated with Health Services I. When taught with Health Services I, the two constitute a three-hour course. Students who complete the core competencies in Health Services II are given the occupational title of Health Assistant.

NOTE: At the completion of Health Services I and II, one of the credits toward the 60% basic skills requirement may be awarded the student.

HEALTH SERVICES III 5203

Grade Level: 12 Credit: 3

Teacher Certification for Health Services III 5203:

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A78 area: health occupations

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET-- for health services (careers) 210.

BEST COPY AVAILABLE

(Health Services III Continued)

Description: This course is an expanded practical application of health care skills, review and other enrichment units. The course includes skills essential to prepare the student for gainful employment at the entry level in a specific occupation and additional training at the post-secondary level. Health Services II is a prerequisite for Health Services III which is sequenced to build upon the core competencies as well as introducing occupational specific tasks. The Health Services III students may find it beneficial to enroll in upper level science and math courses as well as a typing course. The student has the option of selecting one or more occupational areas to obtain entry-level job preparation. These areas are:

Nursing Assistant
Physical Therapy Aide
Pharmacy Aide
Medical-Laboratory Aide
Optometric Aide
Dental Office Aide
Radiographic Aide
Home Health Aide
Surgical Technology Aide
Hospital Environmental Services Aide
Medicaid Nurse Aide
Blood Donor Unit Assistant
Dietary Aide
Central Supply Worker
Veterinary Aide
Electrocardiograph Technician
Respiratory Care Aide
Medical Office Aide
Mental Health Aide
Funeral Attendant
Nursery School Attendant

NOTE: One (1) credit of Health Services III may be used to meet a third science requirement as described under the course Special Topics in Biological Science 2512.

ANIMAL HEALTH CARE I 5210

Grade Level: 11-12 Credit: 3

Teacher Certification for Animal Health Care I 5210:

+Certificate for Vocational Education--NEFF, NENF--for animal health care

Description: This course introduces students to occupations and professions in the animal health/care field and assists them in determining related career opportunities. Essential cognitive, affective and psychomotor skills are learned/developed through related instruction of topics such as medical terminology, basic animal care, employability skills, pet shop operation, grooming and clinical laboratory. The second semester continues with clinical practice while incorporating basic academics of specific duty areas, parasitology, animal sciences and accounting.

NOTE: Upon completion of Animal Health Care I, one of the credits toward the 60% basic skills requirement may be awarded the student.

ANIMAL HEALTH CARE II 5211

Grade Level: 12 Credit: 3

Teacher Certification for Animal Health Care II 5211:

*Certificate for Vocational Education--NEFF, NENF--for animal health care

Description: Prerequisite, Animal Health Care I and recommendation from the Animal Health Care Instructor. This course builds on the knowledge and skills learned in Animal Health Care I; it prepares students with occupational, entry-level skills and/or for postsecondary education. Student skills will be further developed while practicing animal grooming, pet shop operation, and veterinary, clinical and lab procedures. Students are expected to participate in cooperative education. Learning activities will focus on the identified duty area(s) of the student's choice.

The occupational titles for which a student may gain entry-level job preparation are:

- Animal Caretaker
- Pet Shop Operator
- Kennel Worker
- Veterinary Aide
- Dog Bather
- Animal Hospital Clerk

MEDICAL OFFICE TECHNOLOGY

The Medical Office Technology Program is designed for students to develop occupational skills that are utilized in a medical office environment. This program is a joint offering between Health Occupations and Business Education. In addition to Basic Medical Science and Medical Terminology courses, related courses may be required from Business Education. These courses are:

Keyboarding 2605/5605,
Keyboarding Applications 2626/5656,
Introduction to Computer Applications 2614/5614/2114,
Word Processing I 2650/5650,
Word Processing II 5651,
Accounting I 2610/5610, and
Office Systems 5662, OR
Cooperative Office Education 5665

BASIC MEDICAL SCIENCE 5212

Grade Level: 10-12 Credit: 1/2

Teacher Certification for Basic Medical Science 5212.

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A78 area: health occupations

+Certification for Vocational Education--NEFF, NENF, NEN, T, VET-- for health services (careers) 210.

Description: This course is for students who have obtained one credit in biology. Basic Medical Science is a course in human anatomy and physiology dealing with the cell, structure and function of the major body systems, their respective organs and common disorders associated with each system. It may be taken concurrently with Medical Terminology 5213. Anatomy and Physiology 2510 may be substituted for this course.

MEDICAL TERMINOLOGY 5213

Grade Level 10-12 Credit: 1/2

Teacher Certification for Medical Terminology 5213

Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A78 area:	health occupations
A60 area:	business education
B60 major:	business education (commerce)
B62 major:	secretarial practice
+B63 major:	basic business
B65 major:	accounting-secretarial practice
B67 major:	general business-secretarial practice
+B69 major:	secretarial studies

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, VET--for medical secretary 207 or medical terminology .

Description: This course includes the study of medical word roots, prefixes, suffixes, spelling and definitions of medical terms. Terms related to the body systems will be studied and refined. It is beneficial to students enrolling in this course to have obtained one credit in biology. This course may be taken concurrently with Basic Medical Science 5212.

COSMETOLOGY 5208

Grade Level: 11-12 Credit: 6

Teacher Certification for Cosmetology 5208

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for Cosmetology 260.

Description: The course enables the student to partially fulfill the licensure requirements of the Kentucky Board of Hairdressers and Cosmetologists during the high school period of the training program. After high school graduation, the student may complete the cosmetology course as a post-secondary student and become eligible to take the licensure examination. Scheduled laboratory practice in hairdressing, haircutting, permanent waving, and related skills reinforces the classroom lectures and demonstrations.

NOTE: One (1) credit of Cosmetology may be used to meet a third science requirement as described under the course Special Topics in Biological Science 2512.

BEST COPY AVAILABLE

HOME

ECONOMICS

HOME ECONOMICS

COURSES	CODE	6	7	8	9	10	11	12	MAXIMUM HIGH SCHOOL CREDITS
Introductory Home Economics	2920/5920	X	X	X					
Broad-Based Courses:									
Comprehensive Home Economics	5910			X	X	X			1**
Adult Living	5911					X	X	X	1
Special Interest Courses:									
Child Development	5921					X	X	X	½
Clothing Construction	5922					X	X	X	½
Consumer Education	5923				X	X	X	X	1
Contemporary Issues	5929				X	X	X	X	1
Creative Foods	5925					X	X	X	½
Fashion Design	5912					X	X	X	½
Food Management	5924					X	X	X	½
Housing	5926					X	X	X	½
Marriage and the Family	5928					X	X	X	½
Nutritional Science	5913					X	X	X	½
Parenthood Education	5927					X	X	X	½
Gainful Home Economics Courses:									
Child Care Services I	5931						X	X	3
Child Care Services II	5932							X	3
Commercial Foods I	5935						X	X	3
Commercial Foods II	5936							X	3
Home and Community Services I	5937						X	X	3
Home and Community Services II	5938							X	3
Professional Sewing I	5933						X	X	3
Professional Sewing II	5934							X	3

**Credit is granted only when offered at 9th grade or above.

COURSE DESCRIPTIONS AND PROGRAM REQUIREMENTS

Vocational home economics training at the secondary level provides education for persons preparing for:

- the occupation of homemaking;
- balancing work/family life;
- a wage earning occupation in the home economics area (i.e., gainful); or
- a career outside the field of home economics for which home economics training would be beneficial.

Home economics units of instruction in basic experiences of personal/family living may be offered at the middle school level. Each school district shall be responsible for selecting appropriate curriculum content from the Kentucky Home Economics Scope and Sequence for grades 6-8 which is planned and articulated with programs at the secondary level.

Future Homemakers of America/Home Economics Related Occupations (FHA/HERO) is the official student organization for home economics education and is an integral part of the instructional program at all levels. Although individual membership is not mandatory, students are encouraged to join the local chapter and fully benefit from citizenship training, personal achievement, leadership development at local, regional and state levels and skills competition in STAR events (Students Taking Action with Recognition).

Each school qualifying for a vocational program shall offer a minimum of a two-year program which must include a comprehensive consumer and homemaking course and courses representing two additional levels selected from the approved course offerings.

Supervised extended learning experiences which make use of consumer and homemaking instruction and teacher visits to homes of students are encouraged to further enhance the program.

Secondary schools offering a gainful preparation program do so in addition to the two-year consumer/homemaking program when employment opportunities exist in the community. Gainful programs may be offered in area vocational education centers and state vocational technical schools without regard to the consumer/homemaking requirements.

The following minimum standards shall apply for schools offering gainful home economics courses:

1) The curriculum shall be based on a job analysis of the occupation. It shall be specific and limited in scope to the knowledge and skills related to the occupation or a cluster of closely related occupations.
2) The class shall meet for a minimum of two (2) consecutive class periods daily or a total of 120 minutes daily.
3) Supervised, practical experience shall be a part of the preparatory training program.
4) Students should be enrolled on the basis of their interest and aptitude for the specific occupational area.

5) Facilities shall be available to enable trainees to acquire marketable skills in the occupation.
6) No program shall be established until all criteria can be met and approved by the Superintendent of Public Instruction.

Schools wishing to offer home economics but not desiring and/or qualifying for vocational funds may offer any of the consumer and homemaking classes as non-vocational.

Each competency-based course is designed to include a wide range of skills from the simple to complex in order to provide students with a variety of learning opportunities. Although there are generally no prerequisites, courses may be offered within the home economics continuum to permit students to select a variety of courses within a sequence or to enter at any point courses of their choice.

Provisions are made to meet the needs of students with special needs including Disadvantaged, Handicapped, and Gifted/Talented.

If the nature and severity of the disadvantage or handicap is such that the student cannot benefit from participation in a regular program, a separate or modified program may be developed. The program provided to handicapped students shall be consistent with and specified on each student's Individualized Education Program (IEP). The program provided to the academically disadvantaged students shall be developed through an Individualized Vocational Plan (IVP).

The gifted/talented students shall be provided with activities that are based on the unique characteristics of these students. The ultimate goal for the these students is to develop self-directed learners who are aware of their responsibilities to self and society.

To complete a consumer/homemaking program, the student must earn a minimum of two credits. To complete a gainful program, the student must have developed the competencies required for one or more of the predetermined occupational titles of that program.

BEST COPY AVAILABLE

HOME ECONOMICS CONTINUUM FOR SECONDARY VOCATIONAL PROGRAMS

6th-7th-8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
Introductory Home Economics	Comprehensive Home Economics	Adult Living Special Interest Courses: Marriage & the Family Parenthood Education Child Development Food Management Creative Foods Housing Consumer Education Clothing Construction Contemporary Issues Fashion Design Nutritional Science	Adult Living Special Interest Courses: Marriage & the Family Parenthood Education Child Development Food Management Creative Foods Housing Consumer Education Clothing Construction Contemporary Issues Nutritional Science Fashion Design Gainful Preparation: Home & Community Services I Professional Sewing I Child Care Services I Commercial Foods I	Adult Living Special Interest Courses: Marriage & the Family Parenthood Education Child Development Food Management Creative Foods Housing Consumer Education Clothing Construction Contemporary Issues Fashion Design Nutritional Science Gainful Preparation: Professional Sewing II Home & Community Services II Child Care Services II Commercial Foods II

Introductory Home Economics may be offered as a six, nine, twelve or eighteen week course.

Comprehensive Home Economics may be offered at the 8th or 10th grade as well, depending on the school situation. Skill exploration is offered in five content areas of home economics and is suitable for those who are interested in pursuing more than one home economics class.

Adult Living covers five content areas of home economics. It is considered to be the most appropriate course for those who probably will not take any other home economics courses.

Special interest courses have no prerequisite courses although some prerequisite skills exist within each course. Competency-based materials provide opportunities for teacher(s) to individualize competencies.

Gainful programs begin at 11th grade with no prior prerequisites required.

Commentary: State accreditation secondary standards require three (3) levels of home economics. These have been identified based upon curriculum concepts and developmental stages of students. A given school may offer selected courses from the continuum representing any three levels of the following:

Level 1 - Comprehensive Home Economics
Level 2 - Adult Living; Parenthood Education; Marriage and the Family; Food Management
Level 3 - Child Development; Housing; Child Care Services I; Commercial Foods I; Professional Sewing I; Home & Community Services I; Clothing Construction; Contemporary Issues
Level 4 - Creative Foods; Child Care Services II; Commercial Foods II; Home and Community Services II; Professional Sewing II; Nutritional Science; Fashion Design; Consumer Education.

SELECTED COURSE CHOICES FOR SPECIFIC CAREER AREAS IN HOME ECONOMICS

CAREER PREPARATION GOAL	COMMENTS	6th-7th-8th GRADE	9th GRADE	10th GRADE	11th GRADE	12th GRADE	RELATED ELECTIVE COURSES
Professional home economist, occupation of full-time homemaker, or homemaker/ wage earner	There are no prerequisites. Pupils may choose as many or as few as desired in any sequence.	Introductory Home Economics	Comprehensive Home Economics	Parenthood Ed. Child Development Food Management	Clothing Construction Housing Consumer Education Creative Foods	Fashion Design Marriage & the Family Food Management Contemporary Issues Nutritional Science	
Child Care Occupations	Child Care Services I is a prerequisite for Child Care Services II. Other courses are optional.	Introductory Home Economics	Comprehensive Home Economics	Parenthood Ed. Child Development	Child Care Services I	Child Care Services II	Art Music Recordkeeping Accounting
Commercial Foods Occupations	Commercial Foods I is a prerequisite for Commercial Foods II. Other courses are optional.	Introductory Home Economics	Comprehensive Home Economics	Food Management Creative Foods	Commercial Foods I	Commercial Foods II	Food Marketing Recordkeeping Accounting Business Management
Home Furnishings Occupations	Professional Sewing I is a prerequisite to Professional Sewing II.	Introductory Home Economics	Comprehensive Home Economics	Housing Consumer Education	Professional Sewing I	Professional Sewing II	Drafting Art Recordkeeping Accounting

*May be used for guidance and scheduling of students interested in home economics careers or related occupations.

BEST COPY AVAILABLE

SELECTED COURSE CHOICES FOR SPECIFIC CAREER AREAS IN HOME ECONOMICS (Con't)

CAREER PREPARATION GOAL	COMMENTS	6th-7th-8th GRADE	9th GRADE	10th GRADE	11TH GRADE	12th GRADE	RELATED ELECTIVE COURSES
Clothing Services Occupations	Professional Sewing I is a prerequisite to Professional Sewing II.	Introductory Home Economics	Comprehensive Home Economics	Clothing Construction Fashion Design	Professional Sewing I	Professional Sewing II	Fashion Merchandising Retailing I Retailing II (Sales) Business Management
Home and Community Services	Home and Community Services I is a prerequisite to Home and Community Services II.	Introductory Home Economics	Comprehensive Home Economics	Marriage & the Family Child Development Food Management	Home & Community Services I	Home & Community Services II	

INTRODUCTORY HOME ECONOMICS 2920/5920

Grade Level: 6-8

Teacher Certification for Introductory Home Economics 2920/5920:

Grade 6: AM 92 Approval for teaching vocational home economics, grades 5-6

Grades 6-8: +M92 Endorsement for teaching vocational home economics, grades 5-8

Grades 7-8: Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A92 area: home economics vocational
A93 area: home economics non-vocational
B93 major: home economics non-vocational

Description: Students make application of basic skills and participate in hands-on activities as they explore the different areas of home economics. Topics may include personal development, family life, character education, prevention of family violence, prevention of drug/alcohol abuse, food and nutrition, clothing and textiles, housing and home environment, management and consumer education. This course may be offered in a variety of time tables ranging from 6 to 18 weeks based upon local needs. A scope and secuence should be used in coordination with secordary home economics programs.

COMPREHENSIVE HOME ECONOMICS 5910

Grade Level: 8-10 Credit: 1**

Teacher Certification for Comprehensive Home Economics 5910:

Grade 8: +M92 Endorsement for teaching vocational home economics, grades 5-8

Grades 8-12: Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A92 area: home economics vocational
A93 area : home economics non-vocational

Grades 9-10 Certification for teaching in grades 9-12 with one of the specializations named above.

**Credit is granted only when offered at 9th grade or above.

Description: This course includes core competencies in all five areas of homemaking, including: nutrition and foods, human development, housing and home furnishings, management and family economics, and clothing and textiles. It provides opportunity for learning basic living skills. It also provides the opportunity for students to decide future areas for concentrated study, including special interest courses and gainful home economics training.

+Current certification codes

BEST COPY AVAILABLE

ADULT LIVING 5911

Grade Level: 10-12 Credit: 1

Teacher Certification for Adult Living 5911:

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A92 area: home economics vocational

Description: This course includes life skills in all five areas of homemaking including: nutrition and foods, human development, housing and home furnishings, management and family economics, and clothing and textiles. It is especially designed to focus on the needs of students preparing for independent living. Emphasis is on management and consumer economic skills to meet basic needs of food, shelter, and clothing. Clothing construction is not a part of this class. This course is applicable to all students regardless of occupational preparation programs.

CHILD DEVELOPMENT 5921

Grade Level: 10-12 Credit: ½

Teacher Certification for Child Development 5921:

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A92 area: home economics vocational

Description: This course develops competencies in caring for infants, preschool, and school-age children. The developmental characteristics of children are explored in the course, with opportunity to observe and guide children in a variety of activities in a child-care laboratory within the community and/or simulated within the classroom. This course is suggested for students interested in pursuing additional training in education, particularly early childhood or elementary.

CLOTHING CONSTRUCTION 5922

Grade Level: 10-12 Credit: ½

Teacher Certification for Clothing Construction 5922:

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A92 area: home economics vocational

Description: This course provides an opportunity for students to develop clothing construction skills. Students develop an understanding of textile fabrics, principles of clothing design, and clothing labeling as well as construct a minimum of two projects. The competencies pursued by each student are based on existing skills and interests. Some basic alteration skills are also included. This course may serve as a supplemental course to students pursuing a marketing education career in Fashion Merchandising.

CONSUMER EDUCATION 5923

Grade Level: 9-12 Credit: 1

Teacher Certification for Consumer Education 5923:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+R28 area: social studies limited to economics
A60 area: business education
+A92 area: home economics vocational
A93 area: home economics non-vocational
+B28 major: economics
B60 major and C60 minor: business education (commerce)
B61 major and C61 minor: accounting
+B63 major: basic business
B64 major and C64 minor: general business
B65 major: accounting general-business
B67 major: general business-secretarial practice
B93 major: home economics non-vocational

Description: This course applies economic concepts in the development of personal goals, values, decision making, resource management, buying of goods and services and financial planning. Concepts are applied through study and problem solving. Areas covered include: consumer investments (stocks, bonds, mutual funds, real estate); wages (understanding withholdings, insurances, salaries, commissions, hourly rates); home expenditures (owning vs renting, financing, energy conservation, selecting furniture and appliances, and general maintenance); understanding taxes (income tax preparation, property tax, sales tax, excise tax, etc.); financial responsibility (saving/checking accounts, loans, credit, estate planning); buying insurance (life, health, automobile, personal property); consumer awareness (product knowledge, using label information, understanding weights and measurements, intelligent shopping skills, current consumer protection laws, and typical consumer frauds); purchasing (food, clothing, personal items, recreation, automotive and education). This course is cross referenced with Business Education.

CONTEMPORARY ISSUES 5929

Grade Level: 9-12 Credit: 1

Teacher Certificatior for Contemporary Issues 5929:

BEST COPY AVAILABLE

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A92 area: home economics vocational
A93 area: home economics non-vocational

Description: This course may be taught as a semester or as a one-year course. It is designed to help students develop a positive self-concept and improve the quality of their personal and family lives through a study of peer pressure, stress, substance abuse, communication, family crisis, prevention of family violence, conflict resolution, decision making, and responsible sexual behavior. Opportunities will be provided for values clarification, problem solving, and debate of contemporary issues.

CREATIVE FOODS 5925

Grade Level: 10-12 Credit: ½

Teacher Certification for Creative Foods 5925:

Grades 9-12 : Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A92 area: home economics vocational

Description: This course includes the study of planning, preparing, and serving foods (regional and foreign) for special occasions such as holidays, receptions, and company meals. It may also include food preservation and the planning and preparation of foods for special diets.

FASHION DESIGN 5912

Grade Level: 10-12 Credit: ½

Teacher Certification for Fashion Design 5912:

Grades 9-12: Certification for teaching grades 7-12 or 9-12 with the following specilization:

+A92 area: home economics vocational

Description: Fashion Design is an in-depth study of all levels of the fashion industry including history, designers, design principles, production, marketing, retailing and wardrobe selection for personal styling. Class activities may include advanced clothing construction and the planning and presentation of a fashion show.

This course may serve as a supplemental course to students pursuing a career in Fashion Merchandising.

FOOD MANAGEMENT 5924

Grade Level: 10-12 Credit: ½

Teacher Certification for Food Management 5924:

Grades 9-12: Certification for teaching grades 7-12 or 9-12 with the following specilization:

+A92 area: home economics vocational

Description: This course focuses on core competencies required in selecting, planning, and preparing a variety of food products. Various preparation techniques for preserving foods, and a variety of methods of cooking such as steaming, microwaving, poaching, and broiling are learned. Nutrition and meal planning are an integral part of the course.

HOUSING 5926

Grade Level: 10-12 Credit: ½

Teacher Certification for Housing 5926:

Grades 9-12: Certification for teaching grades 7-12 or 9-12 with the following specialization:

+A92 area: home economics vocational

Description: This course includes: selection of homes and home furnishings, making a variety of home repairs, arranging furniture, planning and arranging storage, making decisions, saving energy in the home, and refinishing furniture. This course is suggested for students interested in careers in art, design, and/or construction.

MARRIAGE AND THE FAMILY 5928

Grade Level: 10-12 Credit: ½

Teacher Certification for Marriage and the Family 5928:

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A92 area: home economics vocational

Description: This course focuses on the competencies relating to relationships among individuals and/or family units. Family lifestyles are studied including single adulthood; dating patterns, marriage laws, marriage expectations, marriage adjustments and conflicts, the prevention of family violence, and planning for children or extended family units, including the elderly. Major family crises such as separation, divorce, illness, and death are explored. This course is suggested for students interested in social service occupations.

BEST COPY AVAILABLE

NUTRITIONAL SCIENCE 5913

Grade Level: 10-12 Credit: ½

Teacher Certification for Nutritional Science 5913:

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A92 area: home economics vocational
A93 area: home economics non-vocational

Description: Nutritional science is a study of the nutrients needed by the human body and the sources of those nutrients. The content includes: recognizing valid nutrition information; meal planning weight control; nutrition for various life stages and styles; nutrient supplements; health foods; special dietary needs; food and drug laws; nutrition labeling; the relationship between exercise, rest, and diet; process of converting food to energy; and career possibilities related to foods and nutrition.

PARENTHOOD EDUCATION 5927

Grade Level: 10-12 Credit: ½

Teacher Certification for Parenthood Education 5927:

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A92 area: home economics vocational

Description: This course addresses competencies needed in preparation for parenthood. It involves the study of human reproduction, prenatal development, postpartum care, care of the baby and infant, managing the responsibilities of parenting as well as changes in the family's lifestyle, and the prevention of family violence. This course is suggested for students interested in careers in health and social services occupations.

CHILD CARE SERVICES I (GAINFUL) 5931

Grade Level: 11-12 Credit: 3

Teacher Certification for Child Care Services I (Gainful) 5931:

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A92 area: home economics vocational*

*The approval for teaching child care services will require certification in vocational home economics plus 2,000 hours of work experience in child care services. Request for approval shall be submitted to the Office of Vocational Education. The qualifications of teachers who have received approval for teaching child care services (S926) will continue to be approved.

Description: This course provides training for entry-level child care workers for day care centers, nurseries, kindergartens, and private homes. Students study the principles of child development; the needs and care of young children; and how to plan, organize, and guide activities for infants, toddlers and preschool age children. Orientation and subject matter information is reinforced with simulated experiences during the first semester and non-paid on-the-job training experiences second semester. This course is a good elective for students who may be interested in pursuing additional education in early childhood or kindergarten education. Students enrolled in child care services may find it helpful to take classes in art, music, recordkeeping, and typing.

CHILD CARE SERVICES II (GAINFUL) 5932

Grade Level: 12 Credit: 3

Teacher Certification for Child Care Services II (Gainful) 5932:

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A92 area: home economics vocational*

*The approval for teaching child care services will require certification in vocational home economics plus 2,000 hours of work experience in child care services. Request for approval shall be submitted to the Office of Vocational Education. The qualifications of teachers who have received approval for teaching child care services (S926) will continue to be approved.

Description: This course is a continuation of Child Care Services I with an emphasis on implementing techniques and skills for the management of a child care center. Students resume progress in pursuing competencies with simulated and non-paid on-the-job experiences. Students enrolled in this program are encouraged to participate in cooperative work experience for pay, if possible.

COMMERCIAL FOODS I (GAINFUL) 5935

Grade Level: 11-12 Credit: 3

Teacher Certification for Commerical Foods I (Gainful) 5935:

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with the following specialization:

BEST COPY AVAILABLE

+A92 area: home economics vocational*

*The approval for teaching commercial foods (gainful) will require certification in vocational home economics plus 2,000 hours of work experience in commercial foods. Request for approval shall be submitted to the Office of Vocational Education. The qualifications of teachers who have received approval for teaching commercial foods (S923) and those who have a Certificate for Vocational Education for teaching commercial foods 923 will continue to be approved.

Effective July 1, 1990 when a person is not available with home economics certification, a person with a B.S. in dietetics or food technology or nutrition and foods with four years of approved work experience may be issued a one-year Industrial Education Certificate with the understanding that they will complete the Provisional Certificate for renewal.

Description: This course trains students for jobs in commercial foods departments of schools, hospitals, nursing homes, restaurants, and other commercial foods facilities. Orientation and subject matter information is reinforced with simulated experiences during the latter part of first semester and non-paid on-the-job training experiences during the second semester. This course is a good elective for students interested in seeking additional education in hotel/motel management, culinary arts, or dietetics science courses. Accounting or recordkeeping may also be good electives for these students.

COMMERCIAL FOODS II (GAINFUL) 5936

Grade Level: 12 Credit: 3

Teacher Certification for Commercial Foods II (Gainful) 5936:

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A92 area: home economics vocational*

*The approval for teaching commercial foods (gainful) will require certification in vocational home economics plus 2,000 hours of work experience in commercial foods. Request for approval shall be submitted to the Office of Vocational Education. The qualifications of teachers who have received approval for teaching commercial foods (S923) and those who hold a Certificate for Vocational Education for teaching commercial foods 923 will continue to be approved.

Effective July 1, 1990 when a person is not available with home economics certification, a person with a B.S. in dietetics or food technology or nutrition and foods with four years of approved work experience may be issued a one-year Industrial Education Certificate with the understanding that they will complete the Provisional Certificate for renewal.

Description: This course is a continuation of Commercial Foods I. Students resume progress in pursuing competencies with simulated and non-paid on-the-job experiences. This course covers more in-depth information and trains students for higher level skills. Students enrolled in this program are encouraged to participate in cooperative work experience for pay, if possible.

HOME AND COMMUNITY SERVICES I (GAINFUL) 5937

Grade Level: 11-12 Credit: 3

Teacher Certification for Home and Community Services I (Gainful) 5937:

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A92 area: home economics vocational*

*The approval for teaching home and community services (gainful) will require certification in vocational home economics plus 2,000 hours of work experience in home and community services. Request for approval shall be submitted to the Office of Vocational Education. The qualifications of teachers who have received approval for teaching home and community services (S937) will continue to be approved.

Description: This course trains students to maintain private homes, hospitals, nursing homes, hotels, motels, or other commercial institutions in a clean and orderly manner. Subject matter information is reinforced with simulated experiences in the classroom and non-paid on-the-job training experiences if possible.

HOME AND COMMUNITY SERVICES (GAINFUL) II 5938

Grade Level: 12 Credit: 3

Teacher Certification for Home and Community Services (Gainful) II 5938:

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A92 area: home economics vocational*

*The approval for teaching home and community services (gainful) will require certification in vocational home economics plus 2,000 hours of work experience in home and community services. Request for approval shall be submitted to the Office of Vocational Education. The qualifications of teachers who have received approval for teaching home and community services (S937) will continue to be approved.

Description: This course is a continuation of Home and Community Services I. Students resume progress in pursuing competencies with simulated experiences in the classroom and non-paid on-the-job experiences in the community. Students enrolled in this program are encouraged to participate in cooperative work experiences for pay.

BEST COPY AVAILABLE

PROFESSIONAL SEWING I (GAINFUL) 5933

Grade Level: 11-12 Credit: 3

Teacher Certification for Professional Sewing I 5933

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A92 area: home economics vocational*

*The approval for teaching professional sewing (gainful) will require certification in vocational home economics plus 2,000 hours of work experience in professional sewing. Request for approval shall be submitted to the Office of Vocational Education. The qualifications of teachers who have received approval for teaching clothing services (S927), home furnishings (S928), and professional sewing (S934) will continue to be approved.

Description: This course trains students in the sewing skills needed for private or commercial alteration and construction of clothing or home furnishings items such as curtains, draperies, pillows, bedspreads and table linens. Students learn to use and care for commercial and domestic sewing machines and equipment, to estimate costs, keep records, purchase supplies and the steps to take in starting one's own business. Orientation and subject matter information is reinforced with simulated experiences in the classroom and non-paid on-the-job training in the community.

PROFESSIONAL SEWING II (GAINFUL) 5934

Grade Level: 12 Credit: 3

Teacher Certification for Professional Sewing II (Gainful) 5934:

Grades 9-12: Certification for teaching in grades 7-12 or 9-12 with the following specialization:

+A92 area: home economics vocational*

*This approval for teaching professional sewing (gainful) will require certification in vocational home economics plus 2,000 hours of work experience in professional sewing. Request for approval shall be submitted to the Office of Vocational Education. The qualifications of teachers who have received approval for teaching clothing services (S927), home furnishings (S928), and professional sewing (S934) will continue to be approved.

Description: This course is a continuation of Professional Sewing I. Students resume progress in pursuing competencies with simulated and non-paid on-the-job experiences and participate in paid cooperative work experiences.

BEST COPY AVAILABLE

INDUSTRIAL/ TECHNOLOGY EDUCATION

LEVELS I, II, & III

INDUSTRIAL/TECHNOLOGY EDUCATION LEVEL I, II, AND III

COURSES	CODE	6	7	8	9	10	11	12	MAXIMUM HIGH SCHOOL CREDITS
TECHNOLOGY EDUCATION I									
Industrial Communications	2941/5941	X	X	X	X				½**
Power and Energy	2942/5942	X	X	X	X				½**
Production	2943/5943	X	X	X	X				½**
Survey of Technology	2944/5944	X	X	X	X				½**
TECHNOLOGY EDUCATION II									
Industrial Communication:									
General Drafting	2945/5945				X	X	X	X	1
Computer Graphics	2946/5946				X	X	X	X	1
Construction Design & Planning	2947/5947				X	X	X	X	1
Manufacturing Product Design & Planning	2948/5948				X	X	X	X	1
General Graphic Arts	2949/5949				X	X	X	X	1
Photographic Processes	2951/5951				X	X	X	X	1
Electronic Communication Systems	2952/5952				X	X	X	X	1
Production:									
General Woods	2953/5953				X	X	X	X	1
General Metals	2954/5954				X	X	X	X	1
Computer Aided Manufacturing	2955/5955				X	X	X	X	1
Industrial Materials and Processes	2956/5956				X	X	X	X	1
Manufacturing Systems	2957/5957				X	X	X	X	1
Construction Systems	2958/5958				X	X	X	X	1
Power and Energy:									
General Power Mechanics	2959/5959				X	X	X	X	1
General Electricity/ Electronics	2961/5961				X	X	X	X	1
Advanced Electronics Systems	2962/5962				X	X	X	X	1
Transportation Systems	2963/5963				X	X	X	X	1
Pre-Technical Independent Study in Technology Education:									
Special Problems	2964/5964				X	X	X	X	1
Survey of Engineering Fields	2965/5965				X	X	X	X	1

INDUSTRIAL PREPARATION III					
Aircraft Mechanics	5791	X	X	X	6
Air Conditioning	5760	X	X	X	6
Appliance Repair	5761	X	X	X	6
Auto Body Repair	5762	X	X	X	6
Automotive Technology	5763	X	X	X	6
Auto Parts	5793	X	X	X	6
Building Maintenance	5764	X	X	X	6
Cabinet Making	5765	X	X	X	6
Carpentry	5766	X	X	X	6
Commercial Art	5767	X	X	X	6
Commercial Sewing	5774	X	X	X	6
Diesel Technology	5768	X	X	X	6
Drafting	5769	X	X	X	6
Electricity	5773	X	X	X	6
Electronics	5771	X	X	X	6
Graphic Arts	5772	X	X	X	6
Industrial Machinery Maintenance	5792	X	X	X	6
Industrial Maintenance Repair	5782	X	X	X	6
Interior Finishing	5775	X	X	X	6
Machine Tool Technology	5776	X	X	X	6
Masonry	5777	X	X	X	6
Mine Maintenance	5778	X	X	X	6
Mine Equipment Operator	5790	X	X	X	6
General Miner	5795	X	X	X	6
Office Machine Repair	5779	X	X	X	6
Plumbing	5780	X	X	X	6
Radio and TV Production	5796	X	X	X	6
Sheet Metal	5783	X	X	X	6
Small Engine Repair	5784	X	X	X	6
Tailoring	5785	X	X	X	6
Truck Mechanics	5786	X	X	X	6
Upholstery	5787	X	X	X	6
Welding	5788	X	X	X	6

**Credit is granted only when offered at the 9th grade level.

COURSE DESCRIPTIONS AND PROGRAM REQUIREMENTS

A comprehensive program of Industrial/Technology Education is required of all Kentucky school districts. The requirement is referenced in the Kentucky Standards for Accreditation, Section Four (4), curriculum and learning environment. Compliance with the comprehensive program requires the district/school to insure that students have access to two levels of Technology Education (Industrial Arts) annually. Technology Education I and Technology Education II fulfill this requirement. Course offerings in Industrial Preparation Level III must be provided to meet the vocational education requirements.

The Industrial/Technology Education program is intended to be an articulated educational continuum that provides students with awareness, exploration, skill development relative to the modern work place, and the application and development of academic skills. Although sequential in content, no prerequisites are required in the program. A comprehensive program of industrial/technology education shall consist of: 1) a Technology Education I program recommended for the junior high or middle school level, 2) a Technology Education II program offered at the high school level, and 3) industrial preparation programs suggested for the 11th and 12th grade levels.

Provisions must be made in all programs to meet the needs of disadvantaged and handicapped students. If the nature and severity of the disadvantage or handicap is such that the student cannot benefit from program participation, a separate or modified program may be developed (see Special Vocational Program Section). In either case, the program provided shall be consistent with and specified on each student's Individualized Education Program (IEP). The hazardous equipment nature of industrial programs necessitates that consideration be given to providing teacher aides for handicapped students (if identified as a component of the IEP).

Student organizations are an integral component of an Industrial/Technology Education program. The student organization shall encompass activities associated with program content, provide leadership opportunities, recognize skill development, and enrich the education program through student motivation and group activities. It is recommended that Technology II programs be represented by the Technology Student Association (TSA). Industrial Preparation programs shall be represented by VICA (Vocational Industrial Clubs of America).

Districts seeking vocational funding for Technology Education II programs and Industrial Preparation III programs are required to include the student organizations (TSA/VICA) as an integral part of the instructional program.

Class size for Industrial/Technology Education programs shall be determined by student safety and availability of work stations. No more than twenty-seven (27) students shall be the responsibility of one teacher. Districts seeking vocational funding for Industrial/Technology Education programs must comply with class sizes per 705 KAR 2:030.

BEST COPY AVAILABLE

Certification of Industrial/Technology Education teachers shall be governed by the following:

A. Technology Education I & II Teachers,
Provisional Certificate 704 KAR 20:070, Section Six,
Industrial Education Orientation and Exploration Level

B. Industrial Preparation III Teachers
Provisional Certificate 704 KAR 20:070, Industrial Education Preparation Level, Section Seven, TEC 40.1
or
Industrial Education "non-degreed" 704 KAR 20:222

TECHNOLOGY EDUCATION I PROGRAM DESCRIPTION

Technology Education I courses are designed to offer students orientation and broad exploratory experiences in modern industrial skills and technical concepts. These courses provide occupational and guidance information related to careers through a series of laboratory activities that develop basic occupational skills and enhance the application and development of academic skills.

A Technology Education I subject is generally offered for a minimum of nine weeks to a maximum of eighteen weeks for one period each day. Alternative schedules may be implemented that provide for equivalent contact hours. A total program of Technology Education I consists of a minimum of two course offerings.

TECHNOLOGY EDUCATION II PROGRAM DESCRIPTION

Technology Education II courses are designed to provide students with a more in-depth study of industrial technical areas. Courses are organized in terms of industrial materials, processes, and technical occupational areas particular to modern industry. The content of Technology II programs are designed to articulate with industrial preparation programs, provide application and development of academic skills, and serve the general education needs of introducing the student to the organization of work and factors influencing our economy.

A Technology Education II subject is generally offered for a minimum of eighteen weeks to a maximum of thirty-six weeks for one period per day. Alternative schedules may be implemented that provide for equivalent contact hours. A total program of Technology Education II consists of a minimum of two different course offerings. The Technology Education II program may utilize the principles of technology program taught by a certified technology teacher as a substitute for one course offering in the comprehensive requirement. This program is an applied physics and math program utilizing industrial simulations.

Technology II programs may be offered at an area vocational center, provided a Technology II certified teacher is a part of the program and the program content meets the requirements described for Technology Education II programs.

INDUSTRIAL PREPARATION III PROGRAM DESCRIPTION

Industrial Preparation programs are designed to provide specialized skill development, which makes an individual more employable in one group of occupations than any other. The preparation content is organized to specific or related occupations and a task analysis of these occupations is the basis for the curriculum. The programs are intended to be relevant to actual and anticipated employment and/or future educational opportunities. Laboratory and classroom activities are planned to enhance the application and development of academic skills.

Preparation programs are generally conducted on a three-hour five-day week basis. The programs must be organized with enough flexibility to allow individual students to participate on schedules less than three hours. Individual student plans must be maintained which document that selected competencies may be obtained for the period of attendance. Districts or schools seeking alternative schedules to the three-hour block should consider the following alternatives: 1) senior plans described in 705 KAR 4:105, 2) cross-training which permits students to move among vocational programs in order to develop unique skills that reflect modern industrial practices, or 3) programs designed to assist students in clarification of occupational interest and aptitude. These alternative Industrial Preparation III programs may not be used to replace the district requirement for a Technology Education II program.

The Vocational Plan must include assurances of identified occupational outcomes, the maintenance of individual student programs, and assurances that the program has been planned in cooperation with participating districts and does not duplicate or hinder existing programs.

The technical competencies earned in secondary preparation programs must reflect occupational outcomes covered under the approved Department of Education/Office of Vocational Education certificates for vocational secondary programs. These competencies may be transferred toward advanced diplomas at the postsecondary technical level.

Cooperative Education may be used as an integral part of any preparation program to provide the opportunity for students to bridge the gap between the training program and employment. Cooperative education experiences planned as a part of the secondary program must conform to the guidelines established by the Department of Education/Office of Vocational Education.

The facility and equipment requirements for preparation programs must meet the documentation described by the Department of Education/Office of Vocational Education.

BEST COPY AVAILABLE

TECHNOLOGY EDUCATION I
JUNIOR HIGH/MIDDLE GRADES

INDUSTRIAL COMMUNICATIONS 2941/5941

Grade Level: 6-9 **Credit: ½

Teacher Certification for Industrial Communications 2941/5941:

Grade 6: AM95 Approval for teaching industrial education--orientation and exploration levels grades 5-6

Grades 6-8: +M95 Endorsement for teaching industrial education--orientation and exploration levels grades 5-8

Grades 7-12: Certification for teaching in grades 7-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Grades 9-12: Certification for teaching in grades 9-12 with one of the following specializations:

+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course is an exploratory study of the areas of drafting, graphic arts, basic electricity/electronics, basic drafting, printing concepts, electricity/electronic communication principles, and current technology are components of the course. This course is offered for 9 to 18 weeks at the junior high/middle school.

POWER AND ENERGY 2942/5942

Grade Levels: 6-9 **Credit: ½

Teacher Certification for Power and Energy 2942/5942

Grade 6: AM95 Approval for teaching industrial education--orientation and exploration levels grades 5-6

Grades 6-8: +M95 Endorsement for teaching industrial education--orientation and exploration levels grades 5-8

Grades 7-12: Certification for teaching in grades 7-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Grades 9-12: Certification for teaching in grades 9-12 with one of the following specializations:

+Current Certification Codes

+A95 area or B95 major: industrial education--
orientation and exploration levels

Description: The course is an exploratory study of power, energy and transportation systems, and related occupations. Instruction and activities are drawn from the areas of power mechanics, electrical power and theory, solar power, wind and water power, fossil fuels, nuclear energy, energy conservation and means by which people and goods are moved in our society. Important to the course content is the study of how technological advances have affected our power, energy and transporation systems. This course is offered for 9 to 18 weeks at the junior high/middle school grades.

PRODUCTION 2943/5943

Grade Level: 6-9 **Credit: ½

Teacher Certification for Production 2943/5943

Grade 6: AM95 Approval for teaching industrial education--orientation and exploration levels grades 5-6

Grades 6-8: +M95 Endorsement for teaching industrial education--orientation and exploration levels grades 5-8

Grades 7-12: Certification for teaching in grades 7-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Grades 9-12: Certification for teaching in grades 9-12 with one of the following specializations:

+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course is an exploratory study of the fields of construction and manufacturing, and related occupations with instruction and activities in the areas of basic carpentry, electrical wiring, plumbing, masonry, instructional building techniques, production materials, production processes, and tooling relating to the manufacturing industries. Important to the course content is the study of how these industries function in today's economy. This course is offered for 9 to 18 weeks at the junior high/middle school.

SURVEY OF TECHNOLOGY 2944/5944

Grade Level: 6-9 **Credit: ½

Teacher Certification for Survey of Technology 2944/5944

Grade 6: AM95 Approval for teaching industrial education--orientation and exploration levels grades 5-6

BEST COPY AVAILABLE

Grades 6-8: +M95 Endorsement for teaching industrial education--
orientation and exploration levels grades 5-8

Grades 7-12: Certification for teaching in grades 7-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--
orientation and exploration levels

Grades 9-12: Certification for teaching in grades 9-12 with one of the following specializations:

+A95 area or B95 major: industrial education--
orientation and exploration levels

Description: A course which orients the middle school or junior high school student to technological fields; a study and analysis of materials, products, processes, problems, uses and developments relative to technological systems; experience in the organization and management systems of business and industry. This course is offered for 9 to 18 weeks at the junior high middle school level.

GENERAL DRAFTING 2945/5945

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for General Drafting 2945/5945:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for drafting 769
+A96 area: industrial education--preparation level for drafting 769
A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course deals with many broad areas of visual communications. The content includes basic activities and instruction in all of the following areas: (1) technical illustration, (2) architectural drawing, and (3) machine drawing. Technological advances such as Computer Aided Drafting and Design are also included in the course content. This course is offered for 18 to 36 weeks at the secondary level.

COMPUTER GRAPHICS 2946/5946

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for Computer Graphics 2946/5946

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: A course which surveys the field of computer graphics. The content includes an overview of the following application areas: (1) computer aided drafting, (2) computer aided design, (3) presentation graphics, (4) computer animation, and (5) computer paint systems. Activities include graphics programming on microcomputers and developing graphics using microcomputer based application packages. This course is offered for 18 to 36 weeks at the secondary level.

CONSTRUCTION DESIGN & PLANNING 2947/5947

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for Construction Design & Planning 2947/5947

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course focuses on the development of a working knowledge of the practices involved in initiating, designing, financing, and engineering commercial, institutional and residential structures. Also, important to the instructional content is the future of construction design, an analysis of the impact construction plannign has on our environment, and how our man-made environment came to be. This course is offered for 18 to 36 weeks at the secondary level.

MANUFACTURING PRODUCT DESIGN & PLANNING 2948/5948

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for Manufacturing Product Design & Planning 2948/5948

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course focuses on researching, selecting and developing a product to be manufactured. Emphasis is placed on an activity-centered study of the specific tasks associated with: (1) design problem identification and conceptualization, (2) design review, (3) product design interpretation and specification, and (4) product testing. Development should include the process, as well as product design. This course is offered for 18 to 36 weeks at the secondary level.

GENERAL GRAPHIC ARTS 2949/5949

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for General Graphic Arts 2949/5949

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for graphic arts 772
+A96 area: industrial education--preparation level for graphic arts 772
A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course provides the student with some basic experiences in the areas of printing. The content includes activities and instruction in at least three of the following areas: (1) photo-offset lithography, (2) letterpress printing, (3) screen process printing, (4) graphic layout and design, and (5) photography. This course is offered for 18 to 36 weeks at the secondary level.

PHOTOGRAPHIC PROCESSES 2951/5951

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for Photographic Processes 2951/5951

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course is an exploratory study of the areas of (1) color processing, (2) technical application in black and white, (3) special effects in lighting techniques, and (4) career opportunities in commercial photography. Also important to the course content is a study of how current technological advances affect photography and how the photographic industry functions in today's society. The course is offered for 18 to 36 weeks at the secondary level.

ELECTRONIC COMMUNICATION SYSTEMS 2952/5952

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for Electronic Communication Systems 2952/5952

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course surveys the fields of radio and television broadcasting and telecommunications. The students explore radio and television broadcasting; their function, operation, and use as influential communication mediums. The students will experiment with such telecommunication devices as computers and telephones, discuss future trends in telecommunications, identify application of satellites in communication, and discover how optical fibers and lasers have become intricate part of the communication process. This course is offered for 18 to 36 weeks at the secondary level.

BEST COPY AVAILABLE

GENERAL WOODS 2953/5953

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for General Woods 2953/5953

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course is a comprehensive laboratory course providing the student with meaningful experiences in working with wood-related tools and machines. The content includes activities and instruction in all of the following areas: (1) wood technology, (2) cabinet making, and (3) carpentry. This course is offered for 18 to 36 weeks at the secondary level.

GENERAL METALS 2954/5954

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for General Metals 2954/5954

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course is a broad-based laboratory course providing a comprehensive introduction to the technology of different metals and metal working processes both in theory and practice. The content includes activities and instruction in at least three of the following areas: (1) sheet metal, (2) foundry, (3) welding, and (4) machine shop. This course is offered for 18 to 36 weeks at the secondary level.

COMPUTER AIDED MANUFACTURING 2955/5955

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for Computer Aided Manufacturing 2955/5955

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: A course which surveys the use of computers in manufacturing. The course includes activities and instruction in (1) robotics, (2) computer numerical control of machine tools, (3) computer integrated manufacturing, and (4) producation planning and control with computers. This course is offered for 18 to 36 weeks at the secondary level.

INDUSTRIAL MATERIALS AND PROCESSES 2956/5956

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for Industrial Materials and Processes 2956/5956

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course is designed to study a variety of materials such as ceramics and plastics, and how the materials are converted into different products. The content includes activities and instruction in all of the following areas: (1) plastics, (2) masonry, (3) structural ceramics, (4) woods,and (5) metals. This course is offered for 18 to 36 weeks at the secondary level.

MANUFACTURING SYSTEMS 2957/5957

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for Manufacturing Systems 2957/5957

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course provides students with an introduction to the design, setup, and operation of production systems. Emphasis is placed on (1) production management, (2) efficient and appropriate plan layouts, (3) process selection and sequencing, (4) materials handling system design, (5) quality control procedures, (6) production planning and control activities, (7) work measurement practices, and (8) product manufacturing. This course is offered for 18 to 36 weeks at the secondary level.

BEST COPY AVAILABLE

CONSTRUCTION SYSTEMS 2958/5958

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for Construction Systems 2958/5958

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course includes the construction practices basic to the erection of commercial, institutional, and residential structures and the installation of mechanical and electrical systems within these structures. Activities include: (1) site selection and preparation, (2) laying the foundation, (3) structural system erection, (4) installation of mechanical and electrical systems, and (5) enclosing and finishing the structure. Students will learn to: (1) read drawings, (2) interpret lists of materials required, (3) schedule the construction sequence, and (4) account for cost involved. This course is offered for 18 to 36 weeks at the secondary level.

GENERAL POWER MECHANICS 2959/5959

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for General Power Mechanics 2959/5959

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course is a broad survey of different power systems. The content includes activities and instruction in at least three of the following areas: (1) auto mechanics, (2) fluid power, (3) transportation, (4) power generation, and (5) power transmission. This course is offered for 18 to 36 weeks at the secondary level.

GENERAL ELECTRICITY/ELECTRONICS 2961/5961

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for General Electricity/Electronics 2943/5943

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for electronics 771 or radio and TV repair 781 or electricity 773

+A96 area: industrial education--preparation level for electronics 771 or radio and TV repair 781 or electricity 773
A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course is a comprehensive study of electrical theories and equipment that leads to a general study of the field of electronics. The content includes activities and instruction in all of the following areas: (1) communications electronics, (2) electrical power, and (3) industrial and computer electronics. This course is offered for 18 to 36 weeks at the secondary level.

ADVANCED ELECTRONICS SYSTEMS 2962/5962

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for Advanced Electronics 2962/5962

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: A course which surveys advanced electronics systems. The course includes activities and instruction in the theory and technical application of (1) computers and computer logic, (2) robotics, (3) laser technology and, (4) programmable control devices. Also important to the course content is the study of career opportunities in electronics. This course is offered for 18 to 36 weeks at the secondary level.

TRANSPORTATION SYSTEMS 2963/5963

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for Transportation Systems 2963/5963

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: This course is a comprehensive study of transportation systems dealing with the methods by which we move people and/or goods by land, sea, air, and in space. The activities in the course will promote an awareness and understanding that a wide variety of transportation modes exist and point out how the nature of the commodity being shipped affects the design, route, efficiency, control, servicing, and operation of a transportation system. Also important to the course content is a study of how the avail-

ability of various energy recourses influence transportation systems. This course is offered for 18 to 36 weeks at the secondary level.

SPECIAL PROBLEMS 2964/5964

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for Special Problems 2964/5964

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: A course designed to allow the high school student to explore an indepth recent technological advancement and how this advancement will or could effect a specific industrial area. Activities will be researching. analysing, projecting, writing, and presenting. This course is offered for 18 to 36 weeks at the secondary level.

SURVEY OF ENGINEERING FIELDS 2965/5965

Grade Level: 9-12 Credit: ½ or 1

Teacher Certification for Survey of Engineering Fields 2965/5965

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A94 area or B94 major: industrial arts
+A95 area or B95 major: industrial education--orientation and exploration levels

Description: A course designed to allow the high school student to explore the field of engineering; apply scientific and mathematical principles to practical ends such as the design, construction, and operation of efficient and economical structures, equipment, and systems; experiences related to civil, electrical, industrial and mechanical engineering. This course is offered for 18 to 36 weeks at the secondary level.

CERTIFICATION INFORMATION

Persons holding the following specialization for teaching at Level II may be approved for teaching at Level III provided they have 15 semester hours college credit directly related to the subject area to be taught and 2,000 hours of supervised work experience directly related to the subject to be taught:

Any high school certification with either:
- A94 area: industrial arts
- A95 area: industrial education--orientation and exploration levels
- B94 major: industrial arts
- B95 major: industrial education--orientation and exploration levels

For clarification, it should be noted, for example, that a person might have the additional course work and appropriate experience to qualify for aircraft mechanics, but this approval would not be satisfactory for teaching auto mechanics. Both the preparation and the experience must correspond to the specific course.

Request for approval should be submitted to the Office of Vocational Education. When approval is given, the Division of Teacher Education and Certification will enter the appropriate code into the teacher's record as indicated below:

- S791 aircraft mechanics
- S763 automotive technology
- S765 cabinetmaking
- S766 carpentry
- S767 commercial art
- S768 diesel technology
- S769 drafting
- S773 electricity
- S771 electronics
- S772 graphic arts
- S776 machine tool technology
- S777 masonry
- S778 mine maintenance
- S783 sheet metal
- S784 small engine repair
- S785 tailoring
- S786 truck mechanics
- S788 welding
- S796 radio and TV production

BEST COPY AVAILABLE

AIRCRAFT MECHANICS 5791

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Aircraft Mechanics 5791 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for aircraft mechanics 791
+A96 area: industrial education--preparation level for aircraft mechanics
+S791: approval for teaching preparation level aircraft mechanics

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for aircraft mechanics 791.

Description: This program provides classroom and specialized shop experiences involving the inspection, repair, servicing, and overhauling of airplane engines. It includes related experiences that develop competencies in the use of testing equipment. Students learn how to interpret specifications from service and technical manuals, diagnose, and make repairs.

AIR CONDITIONING 5760

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Air Conditioning 5760:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for air conditioning 760
+A96 area: industrial education--parparation level for air conditioning 760

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for air conditioning 760.

Description: This program develops student competencies in the installation, repair, and maintenance of commercial and domestic air conditioning systems. Included is instruction in the operating characteristics of various units and parts; blueprint reading; the use of technical reference manuals; the diagnosis of malfunctions; the overhaul, repair, and adjustment of units and parts such as pumps, compressors, valves, springs, and connections; and the repair of electric and pneumatic control systems.

NOTE: One credit of Air Conditioning may be used to meet a third science requirement as described under the course Special Topics in Physical Science 2564.

APPLIANCE REPAIR 5761

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Appliance Repair 5761:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for appliance repair 761
+A96 area: industrial education--preparation level for appliance repair

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for appliance repair.

Description: This program develops student competencies in the theory of electrical circuitry; simple gearing; linkages; maintenance; and repair of components including relays, time switches, pumps, and agitators used in appliances such as washers, dryers, vacuum cleaners, water heaters, stoves, etc. Related training is provided in the use of tools, test equipment, and service manuals. Instruction is also given in estimating repair costs.

AUTO BODY REPAIR 5762

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Auto Body Repair 5762:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for auto body repair 762
+A96 area: industrial education--parparation level for auto body repair 762

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for auto body repair 762.

Description: This program provides specialized learning experiences in all phases of the repair of damaged bodies and fenders including metal straightening by hammering; smoothing areas by filing; grinding or sanding; repairing of imperfections; painting; and replacement of body components, including trim.

AUTOMOTIVE TECHNOLOGY 5763

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Auto Technology 5763 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

BEST COPY AVAILABLE

A77 area: vocational industrial and technical education for automotive mechanics 763

+A96 area: industrial education--preparation level for automotive technology 763 (formerly auto mechanics)

+5763: approval for teaching preparation level automotive technology (formerly auto mechanics)

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for automotive technology 763.

Description: This program develops student competencies in diagnosing and repairing damaged or malfunctioning components and/or systems of automobiles including hydraulics, fuel injection, pollution controls, tune-ups, engine, power transmission, steering, brakes, and electrical systems. Included is training in the use of service and technical specification manuals, diagnostic and testing equipment, and tools used in the repair process.

AUTO PARTS 5793

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Auto Parts 5793:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for auto parts 793

+A96 area: industrial education--preparation level for auto parts 793

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for auto parts 793.

Description: This program provides classroom and specialized clerical parts training involving receiving, storing, and issuing spare and replacement parts, equipment, and expendable items in repair or maintenance shop.

BUILDING MAINTENANCE 5764

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Building Maintenance 5764:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for building maintenance 764

+A96 area: industrial education--preparation level for building maintenance 764

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for building maintenance 764.

Description: This program provides the student with competencies in repairing and maintaining physical structures of commercial and industrial establishments, such as factories, office buildings, apartment houses, and logging and mining constructions by using hand and power tools.

CABINET MAKING 5765

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Cabinet Making 5765 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for cabinet making 765
+A96 area: industrial education--preparation level for cabinet making 765
+S765: approval for teaching preparation level cabinet making

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for cabinet making 765.

Description: This program provides specialized class and practical work experiences in the production of products such as window frames, built-in furniture, fixtures, kitchen cabinets, shelving, etc. Instruction includes training in cutting, shaping, and assembling parts by means of hand tools and woodworking machines; installing hardware (e.g. hinges, catches, and drawer pulls); planning layouts; blueprint reading; and drafting.

CARPENTRY 5766

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Carpentry 5766 (at a high school or vocational school):
Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for carpentry 766
+A96 area: industrial education--parparation level for carpentry 766
+S766: approval for teaching preparation level carpentry

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for carpentry 766.

Description: This program develops student competencies in construction carpentry involving the layout, fabrication, assembly, installation, and repair of structural units. Emphasized in instruction are the care and use

BEST COPY AVAILABLE

of hand and power tools, equipment, and materials; common systems of frame construction and the principles involved; cutting, shaping, and fastening a variety of building materials to exact specifications; drafting; blueprint reading; applied mathematics; and materials estimating.

COMMERCIAL ART 5767

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Commercial Art 5767 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for commercial art 767
+A96 area: industrial education--preparation level for commercial art 767
+5767: approval for teaching preparation level commercial art

-Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for commercial art 767.

Description: This program provides specialized learning experiences which include laboratory and shop work as they relate to the design and execution of layouts and making illustrations for advertising, display, and instructional manuals. Instruction includes advertising theory and preparation of copy, lettering, poster design, fashion illustration, silk screen, air brush and touch-up, inks and color dynamics, package and product design, drawings for line and halftone reproduction, and other display devices and exhibiting techniques.

COMMERCIAL SEWING 5774

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Commercial Sewing 5774:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for commercial sewing 774
+A96 area: industrial education--preparation level for commercial sewing 774

-Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for commercial sewing 774.

Description: This program provides classroom and shop experiences in commercial sewing operations to join parts of fabricated textile products together, hem, reinforce, or decorate articles.

DIESEL TECHNOLOGY 5768

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Diesel Technology 5768 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for diesel mechanics 768
+A96 area: industrial education--preparation level for diesel technology 768 (formerly diesel mechanics)
+S768: approval for teaching preparation level diesel technology (formerly diesel mechanics)

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for diesel technology 768.

Description: This program provides classroom and shop experiences in servicing and repairing diesel engines used to power buses, ships, trucks, railroad trains, electrical generators, construction machinery, and similar equipment. Instruction and practice are provided in diagnosis of malfunction; disassembly of engines and examination of parts; and adjustment of fuel injection systems, oil and water pumps, generators, governors, auxiliary and accompanying power units, controls, and transmissions. The uses of technical manuals for a variety of hand and power tools and for testing and diagnostic equipment also are studied.

DRAFTING 5769

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Drafting 5769 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for drafting 769
+A96 area: industrial education--preparation level for drafting 769
+S769: approval for teaching preparation level drafting 769

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for drafting 769.

BEST COPY AVAILABLE

Description: This program provides specialized learning experiences designed to develop pupil competencies in multi-phase drafting. Major emphasis is on mechanical drafting. Additional experiences in planning and preparing of architectural, structural, electrical, welding, topographical, computer-aided drawing and other types of drawings are provided. Instruction also provides experiences in the use of reproduction materials, equipment and processes; the preparation of reports and data sheets for writing specifications; the development of plan and process charts and drawings; and the development of models.

ELECTRICITY 5773

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Electricity 5773 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for electricity 773
+A96 area: industrial education--preparation level for electricity 773
+S773: approval for teaching preparation level electricity

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for electricity 773.

Description: This program provides classroom and shop experiences in the layout assembly, installation, testing, and maintenance of electrical circuits, apparatus, and wiring used in electrical systems. Instruction is provided in the reading, interpretation, and use of controlling electrical codes. Training is emphasized in the use of test equipment and safety.

NOTE: One (1) credit of Electricity may be used to meet a third science requirement as described under the course Special Topics in Physical Science 2564.

ELECTRONICS 5771

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Electronics 5771 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for electronics 771
+A96 area: industrial education--preparation level for electronics 771
+S771: approval for teaching preparation level electronics

-Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for electronics 771.

Description: This program includes specialized classroom, laboratory, and practical experiences. Study includes: the basic elements of vacuum tubes and circuitry; using and servicing testing equipment; and troubleshooting circuits. In addition, instruction includes the study of and experience in repairing photoelectric controls, timers, selector switches, counters, recorders, and transducers; and the study of the characteristics and intricacies of equipment and components used in industry. Advanced instruction includes study, analysis, and repair of magnetic amplifiers, motors, motor controls, electronic heating, saturable reactors, servo-mechanisms, pulse circuits, computers, and test instruments. Basic principles and servicing procedures are also covered.

NOTE: One (1) credit of Electronics may be used to meet a third science requirement as described under the course Special Topics in Physical Science 2564..

GRAPHIC ARTS 5772

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Graphic Arts 5772 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for graphic arts 772
+A96 area: industrial education--preparation level for graphic arts 772
+S772: approval for teaching preparation level graphic arts

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for graphic arts 772.

Description: This program involves specialized learning experiences which include theory and laboratory/shop work as they relate to all phases of hot and cold typesetting, layout, composition, presswork, binding (including flexography, lithography, photoengraving), and other graphic arts of the printing industry. Emphasis is on typographical layouts and design, hand and machine typesetting, camera and platework, imposition, typecasting, offset and platen press makeup and operation, papercutting, ink and color preparation, binding, and production by silk screen process.

INDUSTRIAL MACHINERY MAINTENANCE 5792

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Industrial Machinery Maintenance 5792:

BEST COPY AVAILABLE

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for industrial machinery maintenance 792
•A96 area: industrial education--preparation level for industrial machinery maintenance 792

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for industrial machinery maintenance 792.

Description: This program provides specialized classroom and shop experiences in installation, maintenance, and repair of machinery and other mechanical equipment used in manufacturing and/or industry. Competencies are developed in diagnosing industrial machinery failure or breakdown to determine the cause of the trouble and to make the necessary repairs for returning the equipment to proper working order. The program includes training in the use of testing equipment; precision-measuring instruments; and electrical, mechanical, hydraulic, and pneumatics applicable to incustrial machinery.

INDUSTRIAL MAINTENANCE REPAIR 5782

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Industrial Maintenance Repair 5782:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

•A96 area: industrial education--preparation level for industrial maintenance repair 782

•Certificate for Vocational Educatior--NEFF, NEF, NENF, NEN, T, VET--for industrial maintenance repair 782.

Description: This program provides training in the following six specialty areas: electricity, plumbing, carpentry, machine tool technology, air conditioning and welding. Competencies are designed to develop skills to perform preventive maintenance and repairs to equipment in an industrial plant.

INTERIOR FINISHING 5775

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Interior Finishing 5775:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for interior finishing 775
*A96 area: industrial education--preparation level for interior finishing 775

*Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for interior finishing 775.

Description: This program provides learning experiences in the installation of gypsum dry wall installations such as wallboard, plasterboard, or other interior surfaces of residential and commercial structures. The student learns how to apply various types of wall finishes and studies color harmony.

MACHINE TOOL TECHNOLOGY 5776

Grade Level: 11-12 Credits: 3 each year

Teacher Certification for Machine Tool Technology 5776 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for machine shop 776
+A96 area: industrial education--preparation level for machine tool technology 776 (formerly machine shop)
+S776: approval for teaching preparation level machine tool technology (formerly machine shop)

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for machine tool technology 776. (formerly machine shop)

Description: This program includes specialized classroom and shop experiences in shaping metal parts. Instruction involves making computations related to work dimensions of tooling and feeds and speeds of machining. Emphasis is upon developing precision competencies in hand and bench work and the machining processes applicable to basic machine tools such as latches, shapers, milling machines, grinders, and drills; computer-aided manufacturing; uses of precision measuring and gauges; methods of machining and heat treatment of various metals; blueprint reading; and the layout of machine parts.

BEST COPY AVAILABLE

MASONRY 5777

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Masonry 5777 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for masonry 777
+A96 area: industrial education--preparation level for masonry 777
+S777: approval for teaching preparation level masonry

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for masonry 777.

Description: This program provides specialized classroom and shop experiences in the cutting, chipping, and fixing in position of concrete blocks, brick, and other masonry products, and using bonding materials and hand tools. Included is training in reading architectural plans, planning, and estimating.

MINE MAINTENANCE 5778

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Mine Maintenance 5778 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for mine maintenance 778
+A96 area: industrial education--preparation level for mine maintenance 778
+S778: approval for teaching preparation level mine maintenance

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for mine maintenance 778.

Description: This program provides student experiences in repairing, adjusting, and maintaining mining machinery and/or equipment such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines. Students learn how to analyze malfunctions and make repairs.

MINE EQUIPMENT OPERATOR 5790

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Mine Equipment Operator 5790:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for mine equipment operator 790
+A96 area: industrial education--preparation level for mine equipment operator 790

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for mine equipment operator 790.

Description: This program provides specialized learning experiences in underground mining. Knowledge and skills are developed in mine rescue techniques, dangers and recognition of mine gases, first aid applicable to mining injuries, and general mine safety. Underground mining techniques are developed in shoring and installing roof and wall supports, air vents, auxiliary tunnels, and rooms and shafts to facilitate mining in areas where high production equipment is limited by economic or natural formation factors.

GENERAL MINER 5795

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for General Miner 5795:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A96 area: industrial education--preparation level for general miner 795

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for general miner 795.

Description: This program provides classroom and specialized safety training in underground or surface mine, pit, or quarry, or at a tipple mill or preparation plant in performing any combination of several tasks of a company laborer.

OFFICE MACHINE REPAIR 5779

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Office Machine Repair 5779:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

BEST COPY AVAILABLE

A77 area: vocational industrial and technical education for office machine repair 779
+A96 area: industrial education--preparation level for office machine repair 779

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for office machine repair 779.

Description: This program provides classroom and shop experiences concerned with maintaining and repairing a variety of equipment used for recording and processing data such as typewriters, dictation machines, calculators, and data processing equipment. Repair of duplicating and mailing machines is also included. Instruction includes diagnostic techniques; understanding mechanical principles such as those involved in gears, cams, levers, and eccentrics; nomenclature; uses and care of special hand and power tools; soldering; mechanical drawing; principles of electricity and electronics; and uses of testing devices.

PLUMBING 5780

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Plumbing 5780:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for plumbing 780
+A96 area: industrial education--preparation level for plumbing 780

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for plumbing 780.

Description: This program provides specialized classroom and shop experiences in layout, assembling, installing, altering, and repairing piping systems, including related fixtures and fittings in structures. Use of pipecutting, bending and threading tools, welding, soldering, brazing equipment, and other hand and power tools/equipment are included.

RADIO AND TV PRODUCTION 5796

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Radio and TV Production 5796:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A96 area: industrial education--preparation level for radio and TV production 796
+5796: approval for teaching preparation level radio and TV production 796

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for radio and TV production 796.

*The approval for teaching radio and TV production will require an area of concentration in English, or a major in journalism, or a minor in journalism and 2,000 hours of work experience in the specialty area of radio or TV productions. Request for approval should be submitted to the Office of Vocational Education. When approval is granted, the Division of Teacher Education and Certification will enter the approval code of S796 into the teacher's record.

Description: This program provides classroom and specialized training in program assistance and production of rehearsals and broadcasts for radio and television.

SHEET METAL 5783

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Sheet Metal 5783 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for sheet metal 783
+A96 area: industrial education--preparation level for sheet metal 783
+S783: approval for teaching preparation level sheet metal

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for sheet metal 783.

Description: This program provides specialized classroom and shop experiences in the layout; fabrication; erection or installation; and maintenance of items made of steel, copper, stainless steel, and aluminum, such as ventilating, air-conditioning and heating ducts, kitchen equipment, signs, furniture, and skylights. Instruction includes the study of hand tools and machines such as the cornice brake, forming rolls, squaring shears and drafting and blueprint reading.

SMALL ENGINE REPAIR 5784

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Small Engine Repair 5784 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

BEST COPY AVAILABLE

A77 area: vocational industrial and technical education for small engine repair 784
+A96 area: industrial education--preparation level for small engine repair 784
+S784: approval for teaching preparation level small engine repair 784

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for small engine repair 784.

Description: This program provides specialized classroom and shop experiences in maintaining and repairing a variety of small engines used on portable equipment (e.g. motorcycles, lawnmowers, outboard motors, chain saws, and rotary tillers). Instruction includes the principles of internal combustion engine operation, reading technical manuals, diagnosing and making repairs to specification, and customer relations.

TAILORING 5785

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Tailoring 5785:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for tailoring 785
+A96 area: industrial education--preparation level for tailoring 785
+S785: approval for teaching preparation level tailoring

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for tailoring 785.

Description: This program provides specialized learning experiences in the fabrication and alteration by hand and machine of all types of men's, women's, and children's outer garments. Instruction includes taking measurements; preparing patterns; cutting, sewing, and fitting; hand and powered machine sewing; hand and machine pressing; and making repairs and alterations according to patterns and designer's specifications.

TRUCK MECHANICS 5786

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Truck Mechanics 5786 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for truck mechanics 786
+A96 area: industrial education--preparation level for truck mechanics 786
+S786: approval for teaching preparation level truck mechanics

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for truck mechanics 786.

Description: This program provides specialized learning experiences in the servicing, maintaining, and repairing of heavy-duty trucks and buses. Included is training in the use of service and technical specification manuals, diagnostic and testing equipment, and tools used in the process of repairing heavy duty trucks and buses. Instruction deals with components and/or systems such as electrical, fuel, fuel injection, hydraulics, pneumatics, and power mechanics.

UPHOLSTERY 5787

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Upholstery 5787:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for upholstery 787
+A96 area: industrial education--preparation level for upholstery 787

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for upholstery 787.

Description: This program provides specialized classroom and shop experiences in all aspects of upholstering furniture, automobile seats, mattresses and cushions, and the repair of wooden frames. Instruction includes history and styles of furniture; installing, repairing, arranging, and securing springs, filler, padding, and covering material; pattern-making, cutting, sewing, and trimming; outside coverings; cushion filling; styling and designing; tufting and buttoning; and wood refinishing.

WELDING 5788

Grade Level: 11-12 Credit: 3 each year

Teacher Certification for Welding 5788 (at a high school or vocational school):

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A77 area: vocational industrial and technical education for welding 788
+A96 area: industrial education--preparation level for welding 788
+S788: approval for teaching preparation level welding

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN, T, VET--for welding 788.

BEST COPY AVAILABLE

Description: This program provides students with competencies in welding metal parts together according to layouts, blueprints, or work orders, and in using both gas welding or brazing and any combination of arc welding processes such as inert-gas and shielded arc, both manual and semi-automatic. Pupils perform related tasks such as flame cutting and grinding, repairing broken or cracked parts, filling holes, and increasing the size of metal parts.

MARKETING

EDUCATION

COURSES	CODE	6	7	8	9	10	11	12	MAXIMUM HIGH SCHOOL CREDITS
Business/Marketing Exploration	5630/2621	X	X						
Introduction to Business	5741/2641/5641				X	X			1
Marketing Fundamentals	5750				X	X	X	X	1
Business Economics	5743/2643/5643					X	X	X	1
Salesmanship	5752					X	X	X	½
Advertising and Promotion	5753					X	X	X	½
Retailing	5754					X	X	X	1
Fashion Marketing	5755						X	X	1
Food Marketing	5757						X	X	1
Entrepreneurship	5744/5644						X	X	1
Business Management	5748/5648						X	X	1
Advanced Marketing and Coop	5759							X	3
Applied Economics	2249/2649/5649/5749				X	X	X	X	½
Finance and Banking	5722/2622/5622						X	X	1

Students are permitted to take either 5744 or 5748 for credit.

COURSE DESCRIPTIONS AND PROGRAM REQUIREMENTS

Marketing Education programs are designed to provide realistic opportunities to succeed on a frequent and continual basis through awareness, exploration, preparation and advanced training. Programs are designed for an appropriate level of challenge to enhance student achievement. Any school which requests approval of their vocational plan for a Marketing Education program must offer a two year preparation program.

Students enrolled in a vocational school preparation program for a three-hour block of time may receive three credits for course content of Retailing and Food/Fashion Marketing.

Distributive Education Clubs of America (DECA) is a vocational student organization available to students enrolled in any Marketing Education course. It is an integral part of the instruction, and activities are provided to enhance leadership and citizenship development. The competency based events are designed around the students' career objective and the instructional program that prepares them for their occupation. Students are encouraged to be members and become involved in these activities.

School stores under the supervision of the Marketing Education teachers and operated by Marketing Education students are encouraged.

BEST COPY AVAILABLE

Introduction to Computers, taught by Business Education, is supportive and beneficial to all Marketing Education programs and is highly encouraged.

Provisions are made to meet the needs of disadvantaged and handicapped students to prepare them for occupations in marketing. If the nature and severity of the disadvantage or handicap is such that the student cannot benefit from participation in a regular program, a separate or modified program may be developed. The program provided to handicapped students shall be consistent with and specified on each student's Individualized Education Program (IEP).

Whenever qualified teachers are not available for teaching the courses for the preparation programs of Retailing or Fashion Marketing, the Superintendent of Public Instruction may approve the employment of secondary teachers with an area of concentration or major specialization in business education, basic business, general business, or accounting-general business and one year or 2000 hours of approvable retail work experience. An additional nine semester hours credit in distributive education must be completed within a two-year period at an institution approved for the preparation of distributive education teachers. The nine semester hours credit shall include preparation in Coordination Techniques in Distributive Education, Methods of Teaching and Curriculum Development in Distributive Education, and one of the following: Survey of Distribution, Principles of Marketing, Consumer Behavior, Consumer Financial Problems, Management Marketing, Advanced Marketing, Distribution Systems and Retailing.

BUSINESS AND MARKETING EXPLORATION 5630/2621

Grade Level: 7-8

Teacher Certification for Marketing Exploration 5630/2621:
Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+A75 area:	distributive education
B60 major:	business education (commerce)
B61 major:	accounting
B62 major:	secretarial practice
+B63 major:	basic business
B64 major:	general business
B65 major:	accounting-secretarial practice
B66 major:	accounting-general business
B67 major:	general business-secretarial practice
+B69 major:	secretarial studies
+B75 major:	distributive education
C60 minor:	business education (commerce)
C61 minor:	accounting
C62 minor:	secretarial practice
C64 minor:	general business
+S75:	approval for teaching distributive education

Description: Students explore occupations in the areas of accounting, marketing management and research, clerical, data processing, secretarial, word processing, buying and distribution, and sales and promotion. The curriculum includes a variety of instructional resources and some hands-on

activities. This course may be offered for 6-12 weeks. (This course is cross referenced with Business Education.)

INTRODUCTION TO BUSINESS 5741/2641/5641

Grade Level: 9-10 Credit: 1

Teacher Certification for Introduction to Business 5741/2641/5641:
Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+A75 area:	distributive education
B60 major:	business education (commerce)
B61 major:	accounting
+B63 major:	basic business
B64 major:	general business
B66 major:	accounting-general business
B67 major:	general business-secretarial practice
+B69 major:	secretarial studies
+B75 major:	distributive education
C60 minor:	accounting
C64 minor:	general business
+S75:	approval for teaching distributive education

Description: This course provides the student with a basic foundation for further study in business and marketing courses and provides essential information for financial and economic decisions. Major topics include: what a business person is and does; fundamentals of the American private enterprise system; the forms of business ownership; the nature and content of jobs in business organizations; consumer benefits from competition, research and development efforts; analysis of business successes and failures; credit, banking, and borrowing; managing money; functioning in the market place; investing and saving; budgeting; risk and insurance. (This course is cross-referenced with Business Education.)

BUSINESS ECONOMICS 5743/2643/5643

Grade Level: 10-12 Credit: ½ or 1

Teacher Certification for Business Economics 5743/2643/5643:
Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+A75 area:	distributive education
+B28 major:	economics
B60 major:	business education (commerce)
B61 major:	accounting
+B63 major:	basic business
B64 major:	general business
B66 major:	accounting-general business
B67 major:	general business-secretarial practice
+B75 major:	distributive education
+S75:	approval for teaching distributive education

BEST COPY AVAILABLE

Description: Concepts and principles of the American Economic System are developed and applied. Content includes: comparisons of economic systems; demand and supply influence on prices in a free market economy; uses and rewards of the factors of production; effect on the economy by consumption and personal finances, and investments, competition and monopoly; and government regulations services and taxation; marketing; credit and finance; stock market; labor; the national and international economy; and cause/effect of inflation and recession. Economic terminology is emphasized. As a one - year course, these areas should be explored in-depth with economic terminology and theory emphasized. As a one - semester course, these same topics should also be covered with less emphasis on theory. Short simulations may be used where appropriate with the basic text. (This course is cross referenced with Business Education.)

MARKETING FUNDAMENTALS 5750

Grade Level: 9-12 Credit: 1

Teacher Certification for Marketing Fundamentals 5750:
Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A75 area:	distributive education
+B75 major:	distributive education
+S75:	approval for teaching distributive education

Description: This offering provides the pupil with a basic foundation to further study in marketing education classes. Major topics of study include an introduction to the following: functions of business; ownership structures; marketing and retailing occupations; management functions; budgeting considerations; business operations; basic economic principles and concepts of free-enterprise and free-market economics that are fundamental to an under-standing of marketing activities.

RETAILING 5754

Grade Level: 10-12 Credit: 1

Teacher Certification for Retailing 5754:
Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A75 area:	distributive education
+B75 major:	distributive education
+S75:	approval for teaching distributive education

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN--for retailing 754

Description: This course includes skills necessary for generic retail store operations and is a prerequisite to Advanced Marketing and Coop. It is designed for students to develop skills in ordering, receiving, stocking, inventory and selling of merchandise. Students study in depth the types of

selling, psychology of selling, and the skills and techniques of sales promotion. Employability skills are an integral part of the instruction. Proficiency of skills using the technology of the industry is a priority for instruction.

SALESMANSHIP 5752

Grade Level: 10-12 Credit: ½

Teacher Certification for Salesmanship 5752:
Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A75 area:	distributive education
+B75 major:	distributive education
+S75:	approval for teaching distributive education

Description: Selling is a course designed to inform students about specific selling techniques needed by salespeople. Major topics include: focusing attention on serving customers and helping them make informed buying decisions, information on the importance of human relations, functions performed by salespeople, developing personality traits needed by salespeople, and the buying/selling process.

ADVERTISING AND PROMOTION 5753

Grade Level: 10-12 Credit: ½

Teacher Certification for Advertising and Promotion 5753:
Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A75 area:	distributive education
+B75 major:	distributive education
+S75:	approval for teaching distributive education

Description: Advertising and promotion is designed to inform students of the importance of advertising as a method of promotion in successful business operations. Students are exposed to all forms of media, methods, budgets, and evaluations which are used to help sell a product, service or business.

FASHION MARKETING 5755

Grade Level: 11-12 Credit: 1

Teacher Certification for Fashion Marketing 5755:
Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A75 area:	distributive education
+B75 major:	distributive education
+S75:	approval for teaching distributive education

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN -- for fashion marketing 755

BEST COPY AVAILABLE

Description: This course is a prerequisite to Advanced Marketing and Coop. This course provides in-depth study of the skills and knowledge needed for entry level positions and exposes the student to management positions in the fashion industry. The instruction includes fashion trends, textiles, marketing, sales, promotions, buying, and store operation. Clothing Construction taught by Home Economics is a supportive course.

FOOD MARKETING 5757

Grade Level: 11-12 Credit: 1

Teacher Certification for Food Marketing 5757:
Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A96 area: industrial education--preparation level for food marketing 757

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN -- for food marketing 757

Description: This course is a prerequisite to Advanced Marketing and Coop. This course is designed to train for jobs at the entry level positions and expose the student to jobs at the mid-management, specialist, or supervisory level. Instruction includes marketing skills, store and department operation, buying, pricing, sales promotion, product and service technology, and management responsibilities in the food related industries.

ADVANCED MARKETING AND COOP 5759

Grade Level: 12 Credit: 3

Teacher Certification for Advanced Marketing and Coop 5759:
Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A75 area: distributive education
+B75 major: distributive education
+S75: approval for teaching distributive education

+Certificate for Vocational Education--NEFF, NEF, NENF, NEN -- for retailing 754 or fashion marketing 755 or food marketing 757

Description: Students selected to take this course must have completed the prerequisite courses of Salesmanship/Advertising and Promotion, or Retailing or Fashion Marketing, or Food Marketing. It is designed for students to further develop job entry skills for the marketing industry. This course is designed as a one hour class of instruction; students selected for this course may work in a cooperative situation or a simulated experience. One credit for each hour of the school day up to two credits may be given to students co-oping in approved training stations related to their occupational goal or to pupils enrolled in simulated lab. Training agreements and plans related to the occupational training received are to be kept up to date and on file in the teacher's files.

BUSINESS MANAGEMENT 5748/5648

Grade Level: 11-12 Credit: ½ or 1

Teacher Certification* for Business Management 5748/5648:
Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+A75 area:	distributive education
B60 major:	business education (commerce)
B61 major:	accounting
+B63 major:	basic business
B64 major:	general business
B66 major:	accounting-general business
B67 major:	general business-secretarial practice
+B75 major:	distributive education
+S75:	approval for teaching distributive education

*Vocational approval is required for business and office teachers.

Description: Business Management emphasizes the skills needed for managing a business that involves the selection and supervision of employees including: efficient use of time, personnel, facilities, and financial resources. Students are taught the need for effective planning, organizing, leading, and controlling by the successful manager. Areas of study include: forms of business ownership; typical business organizational structure; relationship of a business to the community (both social and legal); government regulations and their effect on businesses; the position of the manager in the typical business; product or service promotion in business; effective communications; human relations skills required in dealing with employees; effective management strategies used in personnel, finance, production, marketing, and information processing; and additional education needs to pursue a professional management career. (This course is cross-referenced with Business Education.)

ENTREPRENEURSHIP 5744/5644

Grade Level: 11-12 Credit: ½ or 1

Teacher Certification* for Entrepreneurship 5744/5644:
Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+A75 area:	distributive education
B60 area:	business education (commerce)
B61 major:	accounting
+B63 major:	basic business
B64 major:	general business
B66 major:	accounting-general business
B67 major:	general business-secretarial practice
+B75 major:	distributive education
+S75:	approval for teaching distributive education

*Vocational approval is required for business and office teachers.

BEST COPY AVAILABLE

Description: This course, available to all students in the eleventh and twelfth grades, provides the opportunity to explore the rewards and risks of business ownership. Emphasis is given to the characteristics of successful entrepreneurs; planning, organizing, and beginning a business; financing and managing the enterprise; franchising opportunities; sources of financing; necessary service relationships (banking, accounting, attorneys, etc.). (This course is cross referenced with Business Education.)

APPLIED ECONOMICS 2249/2649/5649/5749

Grade Level: 9-12 Credit: ½

Teacher Certification for Applied Economics 2249/2649/5649/5749:
Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

A20 area:	social studies
A60 area:	business education
+A75 area:	distributive education
+R28 area:	social studies limited to economics
B20 major:	social studies
+B25 major:	economics-sociology
+B27 major:	political science
+B28 major:	economics
+B29 major:	history-political science
B60 major:	business education (commerce)
+B63 major:	basic business
B64 major:	general business
+B75 major:	distributive education
+C27 minor:	political science
+C28 minor:	economics

Description: This course is designed to offer students models for and practice in using the elements of economic understanding. It provides students with the necessary information for making rational economic choices in three social roles: producers/workers, consumers, and citizens (the voter in the marketplace). Simulations and/or actual work situations may be used to provide practical experience with various economic conditions. An understanding of economic systems and policies is integral to the course.

The course may be cross-referenced with Applied Economics in Social Studies and Business Education.

FINANCE AND BANKING 5722/2622/5622

Grade Level: 11-12 Credit: ½ or 1

Teacher Certification* for Finance and Banking 5722/2622/5622:

Certification for teaching grades 7-12 or 9-12 with one of the following specializations:

A60 area:	business education
+A75 area:	distributive education

B60 major:	business education (commerce)
B61 major:	accounting
+B63 major:	basic business
B64 major:	general business plus S61: endorsement for teaching accounting
B65 major:	accounting-secretarial practice
B66 major:	accounting-general business
B67 major:	general business-secretarial practice plus S61: endorsement for teaching accounting
+B75 major:	distributive education
+S75:	approval for teaching distributive education

*Vocational approval is also required.

Description: This course is designed to develop an understanding of banking, financial markets, investing institutions, and the finance and credit industry in our economic system. It includes an introduction to the allocation of financial resources; the effects of the finance and credit institutions on the business community; and the impact that financial decisions have on the consumer market.

Areas of study in this course include the basic structure of the finance and credit industry; an understanding of the stock markets, bonds, futures, commodities; interest rates and the economy; an understanding of the banking and savings industry; the interpretation of financial information; and a look at job opportunities in the finance and banking area.

The basic skills and knowledge related to finance and banking are developed through the use of simulations or other practical applications.

BEST COPY AVAILABLE

SPECIAL VOCATIONAL PROGRAMS

SPECIAL VOCATIONAL PROGRAMS

COURSES	CODE	6	7	8	9	10	11	12	Maximum High School Credits
Vocational Improvement Program: Supportive Services (Disadvantaged)	5501	X	X	X	X	X	X	X	0
Vocational Improvement Program: Supportive Services (Handicapped)	5504/6504	X	X	X	X	X	X	X	0
Developmental Occupational Program: Level I (Disadvantaged)	5502				X	X	X	X	1
Developmental Occupational Program: Level II (Disadvantaged)	5503					X	X	X	1
Cooperative Work Experience (Disadvantaged or Handicapped)	5507/6507						X	X	3
World of Work: Levels I & II (Handicapped)	5508/6508				X	X	X	X	2
Career Exploration: Level III (Handicapped)	5510/6510						X	X	1
Specialization in an Occupational Cluster (Handicapped)	5506						X	X	1
Work Transition: Community Based Vocational Education (Handicapped)	5511								*

*Maximum high school credit is to be determined at the district level. Submit plan to the Office of Vocational Education.

Continuum for Special Vocational Programs for Disadvantaged at the Secondary Level

9th Grade	10th Grade	11th Grade	12th Grade
Developmental Occupational Program Level I	Developmental Occupational Program Level II	Regular Vocational Program (i.e., Agriculture, Business Education, Marketing, Home Economics, Health and Personal Services Occupations, Industrial Technology Education)	Regular Vocational Program (i.e., Business Education, Marketing, Home Economics, Health and Personal Services Occupations, Industrial Technology Education)
Developmental Occupational Program Level I	Developmental Occupational Program Level II	Cooperative Work Experience	Cooperative Work Experience

1. Developmental Occupational Programs (Level I) may be offered at 9th, 10th, 11th or 12th grade based on a needs assessment and school situations. (Maximum credit: 1)
2. Cooperative Work Experience is offered for students at the 11th or 12th grade. (Maximum credit: 3)
3. Students may be mainstreamed in regular vocational programs with supportive services.

BEST COPY AVAILABLE

Continuum for Special Vocational Programs for Handicapped at the Secondary Level

9th Grade	10th Grade	11th Grade	12th Grade
World of Work Level I	World of Work Level II	Career Exploration Level III AND/OR Specialization in an Occupational Cluster and/or Cooperative Work Experience	Cooperative Work Experience OR Specialization in an Occupational Cluster
World of Work Level I	World of Work Level II	Regular Vocational Program (i.e., Agriculture, Business Education, Marketing, Home Economics, Health and Personal Services Occupations, Industrial Technology Education)	Regular Vocational Program (i.e., Agriculture, Business Education, Marketing, Home Economics, Health and Personal Services Occupations, Industrial Technology Education) Cooperative Education
	Work Transition (Community Based Vocational Education)	Work Transition (Community Based Vocational Education)	Work Transition (Community Based Vocational Education)

1. World of Work may be offered at 9th, 10th, 11th or 12th grade level based on a needs assessment. (Maximum credit: 2)
2. Cooperative Work Experience or Specialization in an Occupational Cluster can be offered for students at the 11th and 12th grade. (Maximum credit for Coop: 3)
3. Students may be mainstreamed in regular vocational programs with supportive services.
4. Work Transition is a cooperative program with the Office of Education for Exceptional Children for students with moderate to severe handicaps.

BEST COPY AVAILABLE

Programs for Disadvantaged

Special vocational programs and services are designed to meet the needs of students at the secondary level who are disadvantaged academically or economically.

The identification of students with academic or economic disadvantages is a vital component in the development and implementation of vocational education programs, services or activities. Persons with disadvantages are those individuals who have academic or economic needs and require special services in order for them to succeed in a vocational program.

A student identified as disadvantaged must meet the criteria outlined in the Carl D. Perkins Education Act of 1984 (Public Law 94-524).

Records of identification and Individual Vocational Plans shall be on file for students enrolled in Special Vocational Programs.

Special programs for the disadvantaged are based on a continuum of career education experiences. The development of these programs are contingent upon needs assessment of the students which includes vocational assessment and the development of the Individual Vocational Plan (IVP).

Developmental Occupational Programs focus on orientation and exploration of the world of work. Incorporated in the curriculum are basic concepts of remediation, human relations and life skills, an overview of career education and cooperative work experience.

Cooperative Work Experience is designed as a one hour class of instruction in school and students work in a cooperative situation in approved training stations.

The purpose of the Vocational Improvement Program Supportive Services is to provide supportive services for students enrolled in vocational programs. The instructor works cooperatively with other professionals including vocational teacher(s), guidance counselor(s), academic teachers, and paraprofessionals. Primary responsibility is to provide in-class assistance to pupils with disadvantages who require supportive services to continue and complete a vocational program.

The disadvantaged enrolled in Special Vocational Education Programs shall be eligible to participate in student organizations within respective vocational program areas if they meet the membership qualifications as set forth by each organization.

Programs for Handicapped

Special vocational education programs, services and activities are provided to students with handicaps for whom there is a reasonable expectation of success. The identification of this population will be made through the identification, location, evaluation, and placement procedures for identifying special education students. Records of identification and Individual Education Programs (IEP) shall be on file at the school for students in Special Vocational Programs.

Special programs for students with handicaps are based on a needs assessment and are to provide a continuum of career education experiences to enable the individual to learn about and prepare for the world of work.

World of Work Levels I and II focus on career orientation and exploration, basic concepts of remediation, human relations and life skills. Career Exploration, Level III provides in-depth exploration in career clusters. Cooperative Work Experience is designed for students at the 12th grade level. This program includes a one hour class of instruction in school and work experience in an approved training station.

If it is determined that students at the 11th or 12th grades need additional special type programs, Specialization in an Occupational Area may be included in the continuum. This program provides instruction in one or more occupational areas. Instruction would be individualized and based on a task analysis for the occupation.

Work Transition Program (Community Based Vocational Education) is a cooperative program with the Office of Education for Exceptional Children for students with moderate to severe handicaps. The program balances school based instruction concurrently with on-the-job training utilizing the expertise of a special educator and a vocational educator in implementing this program.

A supportive program involving Vocational Improvement Program Supportive Services instructors is designed to support the handicapped enrolled in a regular vocational education program. Program of instruction for the Vocational Improvement Program is determined through the development of the Individualized Education Program (IEP) according to state regulations and requirements of P.L. 94-142.

The handicapped in Special Vocational Education programs shall be eligible to participate in student organizations within respective vocational program areas if they meet the membership qualifications as set forth by each organization.

CRITERIA FOR APPROVAL OF TEACHERS FOR SPECIAL VOCATIONAL PROGRAMS

In order to qualify for approval as a teacher of a Special Vocational Program, the following requirements must be met:

A. A valid Kentucky teaching certificate and a baccalaureate degree with the appropriate specialization as stated under each course listing;

B. For the Vocational Improvement Program, a minimum of one year of teaching experience;

C. For the Specialization in an Occupational Area, no prior teaching or work experience required beyond the possession of the appropriate teaching certificate;

D. One year or 2,000 hours of paid work experience is required for teachers of Developmental Occupational Programs, World of Work Programs, Career Exploration, Cooperative Work Experience and Work Transition Programs. Work experiences must be approved by the Office of Vocational Education.

Request for approval of work experience shall be submitted to the Office of Vocational Education.

E. Completion of an approved graduate level course/workshop, "Vocational Education for Special Needs Learners". Workshop/course required for teachers in Developmental Occupational, World of Work, Career Exploration, Cooperative Work Experience and Work Transition Programs.

VOCATIONAL IMPROVEMENT PROGRAM SUPPORTIVE SERVICES
(DISADVANTAGED) 5501
(HANDICAPPED) 5504

Grade Level: 6-12 Credit 0

Teacher Certification for Vocational Improvement Program: Supportive Services (Disadvantaged or Handicapped) 5501 & 5504:

Grade 6:
- AM30 Approval for teaching English grades 5-6
- AM39 Approval for reading specialist grades 5-6
- AM71 Approval for teaching mathematics grades 5-6
- AM90 Approval for teaching vocational agriculture grades 5-6
- AM92 Approval for teaching vocational home economics grades 5-6
- AM95 Approval for teaching industrial education--orientation and exploration levels grades 5-6

Grades 6-8: Certification for teaching in the middle grades 5-8 with one of the following specializations:

- G30 middle grade teaching field: English and communications
- G71 middle grade teaching field: mathematics
- M39 Endorsement for reading specialist grades 5-8
- M30 Endorsement for teaching English and communications grades 5-8
- M71 Endorsement for teaching mathematics grades 5-8
- M92 Endorsement for teaching vocational home economics grades 5-8
- M95 Endorsement for teaching industrial education--orientation and exploration levels grades 5-8

Grades 7-12: Certification for teaching in grades 7-12 with one of the following specializations:

- A30 area or B30 major: English
- A60 area or B60 major: business education
- A70 area: mathematics-physical science
- A75 area or B75 major: distributive education
- A77 area: vocational industrial and technical education
- A78 area: health occupations
- A90 area: agriculture vocational
- A92 area: home economics vocational
- A94 area or B94 major: industrial arts
- A95 area or B95 major: industrial education--orientation and exploration levels
- A96 area: industrial education--preparation level
- B63 major: basic business
- B62 major: secretarial practice
- B64 major: general business
- B66 major: accounting-general business
- B67 major: general business-secretarial practice
- B69 major: secretarial studies
- S39: Endorsement for reading specialist grades 7-12
- S75: Approval for distributive education

Grades 9-12: Certification for teaching in grades 9-12 with one of the specializations named above for grades 7-12.

Grades 6-12: Any certification for teachers of exceptional children (special education).

Description: This broad-based support program is designed to provide comprehensive services to students who are disadvantaged or handicapped and who are enrolled in regular vocational programs. The resource teacher is assigned students who have been identified through location, evaluation, and placement procedures as required by state/federal regulations for disadvantaged or handicapped. Related instruction necessary for support in the Vocational Education Program is to be identified on each student's Individualized Education Program (IEP) for individuals with handicaps and Individualized Vocational Plan (IVP) for the disadvantaged. Services may include the development of instructional strategies focusing on affective, cognitive and psychometric factors which lead to skill development; curriculum modification; vocational assessment; and informal counseling.

Related instruction is provided in the remediation of basic skills necessary for the students to function in the vocational programs and the world of work, including employability skills and job placement. Supervision in Cooperative Work Experience programs in the vocational program may be incorporated when deemed necessary for job success.

A supportive services instructor in a Vocational Improvement Program is to work cooperatively with other professionals including vocational teacher(s), guidance counselors, academic teachers and paraprofessionals. Primary responsibility of this program is to provide in-class assistance to students who are disadvantaged and/or handicapped and who require supportive services which will enable them to meet the requirements of a vocational program. In addition to in-class assistance, students may be referred to a resource room; therefore, classroom space of approximately 620 square feet should be provided for the Vocational Improvement teacher. The space should be located within the vocational wing.

Minimum enrollment for teachers employed full-time in a Vocational Improvement Program for disadvantaged is 40 students. Minimum enrollment for handicapped is 25 students. The number of students per teacher for programs less than full-time is to be determined on a prorata basis.

DEVELOPMENTAL OCCUPATIONAL PROGRAM (DISADVANTAGED)
LEVEL I 5502

Grade Level: 9-12 Credit: 1

Teacher Certification for Developmental Occupational Program: Disadvantaged) Level I 5502:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A30 area or B30 major: English
A60 area or B60 major: business education
+A70 area: mathematics-physical science
+A75 area or B75 major: distributive education
+A78 area: health occupations
+A90 area: agriculture vocational
+A92 area: home economics vocational
A94 area or B94 major: industrial arts
+A95 or B95 major: industrial education--orientation and exploration levels
+A96 area: industrial education--preparation level
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business
B66 major: accounting-general business
B67 major: general business-secretarial practice
+B69 major: secretarial studies
+B71 major: mathematics

S39: Endorsement for reading specialist grades 7-12
S58, S58Z, SGS, SGSZ: Certification for guidance counselor grades 7-12
S75: Approval for distributive education
T58, SG, SGZ: Certification for guidance counselor grades 1-12

Description: Special vocational programs are designed to serve two central purposes. One purpose focuses on instruction at 9th & 10th grade levels in orientation and exploration in the world of work. The second purpose provides a continuum of programs and services for those students who may need 3 or 4 years in a Special Vocational Program. The curriculum includes vocational assessment, individual remediation in basic skills, understanding of career opportunities in the world of work, human relations, life and employability skills. Students receive counseling and guidance to assist them in making a meaningful occupational choice for continuing in the second level of Developmental Occupational Program or selecting a preparatory program.

The course includes action-oriented activities, field trips, laboratory and simulated experience which enhance the development of self-awareness and attitudes toward the world of work and to strengthen academic preparation.

+Current Certification Codes

BEST COPY AVAILABLE

DEVELOPMENTAL OCCUPATIONAL PROGRAM (DISADVANTAGED)
LEVEL II 5503

Grade Level: 10-12 Credit: 1

Teacher Certification for Developmental Occupational Program: (Disadvantaged) Level II 5503:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A30 area or B30 major: English
A60 area or B60 major: business education
+A70 area: mathematics-physical science
+A75 area or B75 major: distributive education
+A78 area: health occupations
+A90 area: agriculture vocational
+A92 area: home economics vocational
A94 area or B94 major: industrial arts
+A95 or B95 major: industrial education--orientation and exploration levels
+A96 area: industrial education--preparation level
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business
B66 major: accounting-general business
B67 major: general business-secretarial practice
+B69 major: secretarial studies
+B71 major: mathematics

S39: Endorsement for reading specialist grades 7-12
S58, S58Z, SGS, SGSZ: Certification for guidance counselor grades 7-12
S75: Approval for distributive education
T58, SG, SGZ: Certification for guidance counselor grades 1-12

Description: The instructional program is a continuation of the developmental program and the curriculum provides opportunities for students to develop knowledge and skills pertinent to occupational clusters.

This course includes vocational assessment, individualized remedial experiences and career exploration in fifteen occupational clusters (i.e., agribusiness/natural resources, business education, health and personal services, hospitality and recreation, marketing education, public services, industrial/technology education, consumer and homemaking and related occupations). Realistic understanding of the occupations and competencies needed within the various clusters are gained through a variety of experiences including job simulations, individualized instruction, field trips, shadowing and/or work experience on a one-hour basis.

+Current Certification Codes

SPECIALIZATION IN AN OCCUPATIONAL CLUSTER (HANDICAPPED) 5506

Grade Level: 11-12 Credit: 1

Teacher Certification for Specialization in an Occupational Area (Handicapped) 5506:

Any certification with either:

A60 area or B60 major: business education
+A75 area or B75 major: distributive education
+A78 area: health occupations
+A90 area: agriculture vocational
+A92 area: home economics vocational
A94 area or B94 major: industrial arts
+A95 or B95 major: industrial education--orientation and exploration levels
+A96 area: industrial education--preparation level
B61 major: accounting
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business
B65 major: accounting-secretarial practice
B66 major: accounting-general business
B67 major: general business-secretarial practice
+B69 major: secretarial studies
B75 major: distributive education
B85 major: health & safety

S75: endorsement for distributive education

Description: This course is planned to provide students with some basic experiences in one or more occupational areas. The area may include Agribusiness, Business Education, Marketing Education, Home Economics, Health and Personal Services Occupations, Public Service or Industrial Technology Education. The program includes competencies which provide skills for entry-level employment in one or more occupational areas.

Instruction focuses on realistic understanding of the occupational area(s), including job simulations, "hands-on" experiences in the classroom and in the community, individualized instruction, and field trips. Cooperative work experience may be included in the course.

Specialization in an Occupational Area is a one-year program and classes are scheduled for a minimum of one hour per day. However, when necessary, classes may be extended to permit achievement of identified competencies.

Individual Education Plans (IEP's) may identify that this course may be included in a student's plan at 11th or 12th grade. Maximum credit for this course is 1 unit. Cooperative Work Experience may be a component of this program. Refer to section on Coop for details.

+Current Certification Codes

BEST COPY AVAILABLE

COOPERATIVE WORK EXPERIENCE
(DISADVANTAGED OR HANDICAPPED) 5507

GRADE LEVEL: 11/12 Credit: 3

Teacher Certification for Cooperative Work Experience (Disadvantaged or Handicapped) 5507:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A30 area or B30 major: English
A60 area or B60 major: business education
+A70 area: mathematics-physical science
+A75 area or B75 major: distributive education
+A78 area: health occupations
+A90 area: agriculture vocational
+A92 area: home economics vocational
A94 area or B94 major: industrial arts
+A95 or B95 major: industrial education--orientation and exploration levels
+A96 area: industrial education--preparation level
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business
B66 major: accounting-general business
B67 major: general business-secretarial practice
+B69 major: secretarial studies
+B71 major: mathematics

S39: Endorsement for reading specialist grades 7-12
S58, S58Z, SGS, SGSZ: Certification for guidance counselor grades 7-12
S75: Approval for distributive education
T5B, SG, SGZ: Certification for guidance counselor grades 1-12

Any certification for teachers of exceptional children (special education)

Description: This instructional program is designed as a capstone course in which the student works in a paid or non-paid position in a business/industry. The student who works 15 hours or more per week would qualify for minimum credit. In addition to the employment component, Cooperative Work Experience includes a Coop related class designed to provide students with tasks representative of work performed in the various work sites. The course emphasizes the application of interpersonal and human relations skills, problem solving and transitional skills. The related class is individualized and is to relate to the students Training Plan/Agreement.

Exception: Non-paid positions may be utilized provided they meet state and federal guidelines and are so identified in a student's individual vocational educational plan.

+Current Certification Codes

WORLD OF WORK (HANDICAPPED)
LEVELS I AND II 5508

Grade Level: 9-12

Credit: 1 per level

Teacher Certification for World of Work: (Handicapped) 5508:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A30 area or B30 major: English
A60 area or B60 major: business education
+A70 area: mathematics-physical science
+A75 area or B75 major: distributive education
+A78 area: health occupations
+A90 area: agriculture vocational
+A92 area: home economics vocational
A94 area or B94 major: industrial arts
+A95 or B95 major: industrial education--orientation and exploration levels
+A96 area: industrial education--preparation level
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business
B66 major: accounting-general business
B67 major: general business-secretarial practice
+B69 major: secretarial studies
+B71 major: mathematics

S39: Endorsement for reading specialist grades 7-12
S58, S58Z, SGS, SGSZ: Certification for guidance counselor grades 7-12
S75: Approval for distributive education
T58, SG, SGZ: Certification for guidance counselor grades 1-12

Any certification for teachers of exceptional children (special education).

Description: Level I: One of the purposes of this instructional program is to provide remediation and vocational experiences designed to prepare 9th, 10th, or 11th grade students for enrollment in regular vocational programs. The second purpose is to provide a continuum of programs and services for those students who may need a three or four year program in Special Vocational Education. The curriculum includes basic skills instruction, employability and life skills, and human relations. Students receive guidance and counseling which will help them select preparatory instructional programs leading to entry-level employment. These experiences include action-oriented activities, field trips and laboratory or simulated experiences which enhance the development of self-awareness, proper attitudes, and academics.

BEST COPY AVAILABLE

+Current Certification Codes

Description: Level II: This instructional program is a continuation of Level I and includes vocational assessment, individualized remedial experiences and provides opportunities to develop knowledge and skills pertaining to the 15 occupational clusters; i.e., agribusiness/natural resources; and business and office; marketing education; health; hospitality and recreation, public service; industrial/technology education; consumer and homemaking and related occupations. Realistic understanding of the occupations and competencies needed within the various clusters are gained through a variety of experiences including job simulations, shadowing, field trips, individualized instruction, group guidance, and work experience activities. The course provides opportunities for students to become familiar with preparatory programs and to make meaningful occupational choices.

Work experience for Level II may be incorporated for additional 1/2 credit.

CAREER EXPLORATION (HANDICAPPED)
LEVEL III 5510

Grade Level 11-12 Credit: 1

Teacher Certification for Career Exploration (Handicapped) 5510:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A30 area or B30 major: English
A60 area or B60 major: business education
+A70 area: mathematics-physical science
+A75 area or B75 major: distributive education
+A78 area: health occupations
+A90 area: agriculture vocational
+A92 area: home economics vocational
A94 area or B94 major: industrial arts
+A95 or B95 major: industrial education--orientation and exploration levels
+A96 area: industrial education--preparation level
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business
B66 major: accounting-general business
B67 major: general business-secretarial practice
+B69 major: secretarial studies
+B71 major: mathematics

S39: Endorsement for reading specialist grades 7-12
S58, S58Z, SGS, SGSZ: Certification for guidance counselor grades 7-12
S75: Approval for distributive education
T58, SG, SGZ: Certification for guidance counselor grades 1-12

Any certification for teachers of exceptional children (special education).

Description: Career Exploration provides a foundation for students to continue an in-depth exploration in concepts and skills related to career opportunities in three of the fifteen occupational clusters. Exploration activities would include laboratory and/or simulated experiences in school and community which enhance the development of some entry level skills in each of the three designated clusters. Field trips and shadowing in business and industry may be used to enhance self-awareness and understanding of job opportunities in the designated clusters. The community may serve as base for students to be involved in job tryouts and work experience in the three clusters.

The student may receive an additional 1/2 credit for work experience.

+Current Certification Codes

BEST COPY AVAILABLE

WORK TRANSITION: COMMUNITY BASED VOCATIONAL EDUCATION (HANDICAPPED) 5511

Grade Level: Ungraded Credit: **

Teacher Certification for Work Transition (Handicapped) 5511:

Certification for teaching in grades 7-12 or 9-12 with one of the following specializations:

+A30 area or B30 major: English
A60 area or B60 major: business education
+A70 area: mathematics-physical science
+A75 area or B75 major: distributive education
+A78 area: health occupations
+A90 area: agriculture vocational
+A92 area: home economics vocational
A94 area or B94 major: industrial arts
+A95 or B95 major: industrial education--orientation and exploration levels
+A96 area: industrial education--preparation level
B62 major: secretarial practice
+B63 major: basic business
B64 major: general business
B66 major: accounting-general business
B67 major: general business-secretarial practice
+B69 major: secretarial studies
+B71 major: mathematics

S39: Endorsement for reading specialist grades 7-12
S58, S58Z, SGS, SGSZ: Certification for guidance counselor grades 7-12
S75: Approval for distributive education
T58, SG, SGZ: Certification for guidance counselor grades 1-12

Any certification for teachers of exceptional children (special education).

This instructional program is designed for students with moderate to severe handicaps and who are pursuing a certificate program. The program requires team teaching between vocational educators and special education. Foundation units from Vocational Education and Exceptional Children are to be utilized to support the program.

Program development would include a community survey of potential job sites, job counseling, and liaison activities with business and industry. The curriculum is based on a job-task analysis and assessment of student performance at work sites in the community. School based instruction is designed to correlate with on-the-job instruction.

**District Policy to be approved by Office of Vocational Education.

+Current Certification Codes

The Kentucky Department of Education does not discriminate on the basis of race, color, national origin, sex, age, religion, or handicap.

Printed With State Funds